

Assistant Director of Food Services

Full-time Salaried – Anticipated start date June 1, 2018

The incumbent of this position will assist in the preparing and preparation of meals. This person will be familiar with procedures and standards normally associated with an institutional food service facility. He/she will supervise the support staff in the absence of the Food Services Director.

Responsibilities:

- Prepare and/or direct the preparation of meals
- Assist with the assessment of dietary needs and food services procedures
- Ensure that dietary standards and acceptable food services procedures are followed at all times within the kitchen
- Ability to operate all modern food preparation equipment
- Capable of training others in safe use of food preparation equipment and participate in cleaning of kitchen and equipment
- Be familiar with safe food handling practices and be able to interpret same to other kitchen staff
- Knowledgeable about special diets and intolerances for certain foods; lead the preparation of special meals as required for allergies or intolerances
- In the absence of the Director, set priorities for kitchen staff and for daily operations
- Able to adjust plans and procedures in light of changing needs and conditions as communicated by the Director
- Oversee catering outside of the dining room
- Other related duties as assigned in collaboration with the Director of Food Services

Qualifications:

- A commitment to the Christian faith, the church and the mission of CMU
- Completion of a post-secondary training program in food services and related experience in a large, complex setting, or an equivalent combination of education, training and experience
- Must have a valid Food Handler Certificate
- Excellent interpersonal skills and ability to handle stress generated by the public and dealing with unexpected requests and changes
- Understanding and experience with MS Office software and on-line ordering procedures
- Must be physically fit, capable of fairly intense physical activity, including lifting heavy objects; and enduring long periods of standing
- Available for a flexible time schedule and occasionally available to work beyond normal office hours

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532.

Applications will be reviewed and accepted upon receipt and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2