

Chef

Food Services Program

Nikkei Seniors Health Care and Housing Society

The Nikkei Seniors Health Care and Housing Society (NSHCHS) is a non-profit charitable organization, dedicated to providing supportive housing for Japanese seniors. The Society operates two residential facilities: Nikkei Home, a Supportive Housing and Assisted Living residence, and New Sakura-so, a housing complex for independent seniors aged 55 and over.

We offer a person-centred approach to keep seniors safe and connected to community. We value independence, respect, dignity, privacy and choice.

NSHCHS is setting a new standard for the dining experiences offered to our residents and community by combining our vision for the highest quality of authentic Japanese dishes alongside Western dishes. These services are being delivered to support a personalized senior living experience by Food Services Program staff and Dietician who are trained and experienced in the hospitality industry augmented by training and experiences in assisted and independent living in a community setting.

Reporting to the Lead Server, this position will be accountable to prepare and serve meals and snacks. Perform administrative duties to support food and supply requirements, inventory, purchase and receipt of supplies. Provide direction to support staff and other departmental staff and volunteers to support food services program. Monitor equipment, perform cleaning duties and complete documentation to support food services program.

Food Services

- Work closely with Lead Server, Manager and Dietician to develop menus and recipes including special diets such as diabetic, lactose intolerant, low fat and vegetarian.
- Work closely with Lead Server, Manager and Food Services Team to implement menus to include:
 - o special menus for resident nutritional/health needs
 - o seasonal food
 - o to celebrate holidays/special events
 - o to comply with standards set my Canada's Food Guide for Seniors
 - o to meet the facility and resident expectations including Japanese culture.
- Work closely with Lead Server, Manager and staff to prepare standardized recipes to ensure quality of food preparation and presentation standards are met.
- Prepare and serve meals and snacks by planning food preparation and cooking schedules, cooking, roasting, grilling, baking, testing for palatability and carving.
- Perform cleaning duties such as cleaning equipment and work area. Wash, scrub and rinse pots, pans, dishes and utensils by hand and/or dishwasher. Remove garbage.
- Perform other related duties as assigned.

Customer Service/Communication

- Demonstrated leadership skills in a healthcare/hospitality environment.
- Demonstrated ability to effectively provide quality services for residents, family, public and stakeholders.
- Ability to build and maintain effective relationships with residents, family, food services staff other departmental staff through interpersonal and communication skills (oral and written).
- Demonstrated skills as team player and leader using clear and professional language.
- Ability to fully participate in organizational activities including on teams and committees.
- Ability to multi-task, handle variety of demands and manage workload priorities in a calm, professional manner.
- Ability to handle confidential matters and information.

Financial

- Monitor portion control, waste management and kitchen expenditures to support departmental standards.
- Estimate food and supply requirements based on menus and inventory levels.
- Provide purchase requests to Lead Server, receive supplies, check invoices against orders and goods received, store and distribute supplies.

Human Resources

- Responsible to supervise staff by performing duties such as orientation of new staff, provide feedback and assign work.
- Provide direction to food services support staff, other departmental staff, residents, families, and volunteers as needed to support food services program initiatives. Monitor and assist as required.
- Participate and support departmental and organizational activities.

Operational Management

- Responsible to identify and work with Lead Server and Manager regarding general food safety issues, participate in inspections and resolve related issues with Health Authority inspectors.
- Support and follow food preparation, food quality and food safety programs in compliance with HACCP standards.
- Support and follow employee health and safety programs in compliance with WorkSafeBC regulations.
- Support and comply with equipment programs to ensure equipment is in working order, make recommendations for improvements on equipment.
- Support and comply with departmental audit programs to include resident satisfaction, inventory, food temperature records, etc.

- Support and comply with departmental supplies and inventory program including food purchases, receive food/supplies, store and rotate food supplies and waste management.
- Support and comply with departmental policies and procedures that include audit, quality, safety, sanitation and equipment programs.
- Support and provide education/training sessions for staff to support food service programs that include quality, safety, sanitation and equipment programs.
- Monitor equipment functioning and reports malfunctions, maintenance and repair requirements to Lead Server.
- Complete and maintains documentation such as recipes, resident preferences and other related food services program records.

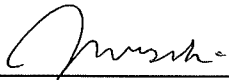
Qualifications, Skills and Experience

- People person that has a heart for seniors and a positive, can-do attitude.
- Interest and knowledge of Japanese culture an asset.
- Ability to work independently and as a strong team player.
- Grade 12.
- Professional Cook Training certification.
- Three (3) years' recent related experience in the food/beverage, culinary/hospitality industry.
- Previous experience in assisted living facility and working knowledge of residential guidelines as per Health Authority requirements.
- Demonstrated administrative skills to support food services program administrative requirements and reporting.
- Or an equivalent combination of education and experience.
- Current and valid Food Safe Level 1 certificate.
- Current and valid WHMIS certificate.
- Ability to provide a satisfactory criminal record check.
- Fully vaccinated as per current Provincial Health Orders (PHO).
- Ability to supervise.
- Ability to organize and prioritize.
- Physical ability to perform the duties of the position.

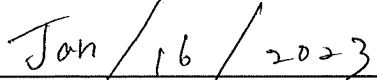
Job description prepared: July 7, 2022

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Job description reviewed and approved by: Lead Server



 Yukiko Misaki



 Date (Month/Day/Year)