

SAIT Students' Association

Job Description



Job Title:	<i>Head Chef</i>
Reports to:	<i>Senior Business Operations Manager</i>
Direct Reports:	<i>Line Cook, Prep Cook</i>
Position Type:	<i>Full-time Salary</i>
Category:	<i>Salary</i>
Travel Required	<i>Within Calgary, Possibly Conference Travel</i>
Location of Work	<i>SAIT Main Campus and various food truck locations</i>

Job Purpose

With Spring 2023 being the launch of the Gateway Food Truck, the ideal candidate is an enthusiastic, organized, and innovative individual to create a fun menu and develop a talented team. Since the closure of the Gateway Restaurant & Bar on campus, the Gateway Food Truck's objective is to provide a unique culinary experience for the SAIT community outside of the main campus, as well as the larger Calgary community.

The Gateway Head Chef is responsible for leading the Gateway Food Truck Team in delivering and maintaining high standards in food service. The Gateway Head Chef will be the principal driver of the food truck, so a cleared Driver's Abstract and proof of Class 5 license will be required upon hire. Experience driving larger vehicles, specifically a food truck, will be considered a major asset. Since Saitsa's Mission is to improve the student experience at every opportunity, preference will be given to SAIT alumni.

Please email kiera.savoie@edu.sait.ca with your resume by 4:00pm on February 1st, 2023.

Duties and Responsibilities

Menu Development and Execution

- Efficiently and effectively works all kitchen stations.
- Ensures quality of products being served.
- Ensures standards are being set and followed while on shift.
- Develops and follows recipes accurately and to specifications.
- Receives feedback positively and communicates efficiently and proactively with guests.

Budget and Costing

- Manages food costs when developing recipes and ordering.
- Provides insight into suppliers and building new partnerships.
- Consults on budget development, adhering to finalized budget.
- Manages labour cost.

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Food Truck Specific

- Obeys all motor vehicle driving and traffic laws when operating the food truck.
- Follows all parking rules in areas of operation.
- Assists in choosing locations and understanding their regulations.
- Maintains and develops operational and safety checks for the food truck and all equipment on board.
- Adheres to the truck and equipment maintenance schedule.

Safety and Cleanliness

- Responsible for passing all health and safety inspections.
- Follows health & safety/food handling requirements by all relevant agencies (AHS, Saitsa, WHMIS, etc) at all times.
- Organizing services on a regular basis to maintain cleanliness.
- Completes regular maintenance on all food truck and kitchen equipment.
- Reports and tracks all safety issues to the Senior Manager of Business Operations and through Saitsa processes.

Management and Communication

- Creating a comfortable and communicative atmosphere for all.
- Provides constant training and development of the truck kitchen team.
- Ability to work with a variety of personality types.
- Recruiting, coaching, and training all Gateway Food Truck staff members.
- Working with Saitsa's core values in mind.
- Attend organization functions and meetings as required.

Other duties, as requested by Senior Business Operations Manager

Qualifications

Education

High School Diploma

Professional designation

Red Seal (not required, but considered an asset)

Knowledge, skills, and abilities

- Open availability
- Good communication skills, both oral and written
- Prioritizes customer service
- Ability to accept and give feedback

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- Detail oriented
- Previous commercial driving experience
- Reliable transportation (Gateway Food Truck is stored outside of the city, and locations may not be on a transit route)

Certifications

- Food Safety
- WHMIS
- Class 5 Drivers Licence (minimum 5 years of driving experience, non-negotiable)
- First Aid (not required, but considered an asset)
- Noxolone (not required, but considered an asset)

Experience

- Working in busy kitchens
- Driving a larger vehicle
- Driving a food truck
- Working on a food truck

Working Environment

Working environment is primarily in a climate-controlled environment with food truck & kitchen safety/health hazard potential. Possibility of lifting items of 50+ lbs. Long periods of standing during service. Willingness to work some evenings/weekends during high demand periods and or not limited to food truck shifts. Minimal overnight travel to attend conferences and training.