



## Head Chef & Kitchen Manager

### ABOUT US

Abbey Gardens is a charitable organization created with a mission to transform a spent gravel pit into a green space dedicated to developing economic, ecological, educational, and recreational growth within our community. Situated in Haliburton County on over 300 acres, Abbey Gardens includes the Food Hub, a retail store specializing in local food and home to the Garden Cafe, various garden projects, scenic trails, an 18-hole disc golf course, installations for energy, sustainability, and land restoration education, a five-acre pony paddock for equine workshops, demonstration hoop houses, beekeeping, and much more. Our site is also home to several partner businesses that share our founding principles, thus creating a true community destination for locals and tourists.

Most importantly, it's a fun place to work with a solid team of passionate, innovative, and dedicated staff members. We'd love to have you join that team!

### ABOUT THE ROLE

The Kitchen is a key part of how we deliver our mission at Abbey Gardens. The Chef is responsible for stocking the Garden Café and Food Hub with baked goods, lunch counter ingredients, and saleable products such as preserves, soups, frozen dinners, etc. The Chef also manages on site catering for our events and our To Go catering menu. The job requires a lot of flexibility and creativity, as harvests from the Garden often change quickly during the growing season, and our mission to reduce waste means that often the Kitchen will have produce that needs to be used up in a new product.

This position works closely with the Into The Blue pizza truck Manager, who works in the Kitchen full time from November – May as the primary baker and support. From May – October the ITB Manager is typically in the food truck, although catering events and prep also happens in the Hub kitchen.

Finally, you will be able to develop recipes, new products, initiatives, etc. that supports the mission of local food featuring fresh ingredients, while helping us grow the Abbey Gardens brand and profitability of the Food Hub operations.

### JOB DETAILS

The position requires a strong knowledge of food preparation techniques, recipe development, a willingness to be creative and experiment, and a passion for bringing new ideas to the kitchen. We are a small team and often share spaces, so the ideal candidate would be collaborative, flexible, and eager to work as part of a larger team with multiple shifting priorities.



## Key Tasks:

- Use existing recipes and create new ones to keep the Food Hub shelves full. This means consistently restocking favourites like classic Dinners to Go as well as the Garden Café supply, in addition to creating seasonal features and rotating in different options based on what is in season and what feedback we get from customers
  - Work with Hub Manager and our Recipe Calculator to ensure these products remain profitable as ingredient costs change and market demand shifts seasonally
- Ensure quality control, not just on new recipes but checking Dinners to Go to make sure reheating instructions are accurate, that the meal tastes good when reheated, etc.
- Similarly, working with Café staff to ensure that recipes created are receiving great feedback, and that new products (like new sandwiches for example) are reasonably easy for staff to make while also being delicious!
- Preparation of various types of food, including salads, Dinners to Go (frozen meals), lunch counter meals like sandwiches and soups, jarred soups and preserves, etc.
- Monitor stock levels and expiry dates for kitchen products
- Monitor stock levels on Food Hub shelves in partnership with Hub to make sure freezers and coolers are full, lunch counter is stocked up, etc.
  - Ensuring ingredients are ordered in order to restock in a timely manner. For example ensuring we have ham when the lunch counter is low, ensuring it's thawed in time to slice and replace, topping up condiments, ordering ingredients to make mac and cheese if a Dinners to Go is low, etc. This is particularly difficult in summer when traffic is high and we go through these items much faster, so organization is key.
- Willing to experiment with lesser-known produce from our garden (kohlrabi, lovage, etc.) and work in connection with the Garden team to try new recipes that highlight unique aspects of the vegetables grown on site
- Ensure kitchen cleanliness and maintenance is preserved – ensure staff working in kitchen adhere to Food Handling requirements, proper hand washing is being observed, work stations are clean and sanitized, etc.
- Determine workload based on needs in Hub, Café, and general kitchen list and delegate tasks accordingly. Plan to utilize resources like volunteers and Kitchen Support Staff (Alyssa) to help offset workload
- Ordering and/or working with Hub Manager on orders to ensure you always have the ingredients you need for the recipes you're working on that week
- Creating and maintaining a database of recipes, including updating existing recipes where required, to ensure that we have a resource for future kitchen staff that allows people to easily replicate recipes to ensure consistency across Abbey Gardens food (i.e. Mac and Cheese Dinners to Go always tastes the same regardless of who makes it because the recipe is clear and easy to follow). Work with Hub Manager to routinely run



new recipes (and update existing ones at set intervals) through calculator to determine profit margins are accurate and kitchen output remains profitable and worthwhile

- Attending weekly staff meetings and/or reviewing minutes to ensure action items for kitchen have been noted. Coordinate with staff who have kitchen actions to determine menus for their events and ensuring you have a clear picture of their needs and can order and deliver accordingly.
- Ensure kitchen equipment is in proper working order – familiarize yourself with equipment and maintenance schedules and work with Operations Director to ensure maintenance is done and everything is performing as expected.
- Organize and prioritize catering orders for on site events. This can change depending on the event, for example:
  - Disc golf tournaments (boxed lunches)
  - Weddings (plated meals)
  - Concerts/galas (appetizers, buffet style food stations)
  - Festivals (serving mac n' cheese at a children's event, making cookies for children's crafts, etc.)
  - And more!

#### Ideal Skillset:

- Passion for food and local ingredients
- Creative cook who enjoys trying to ingredients, making changes based on what comes out of the garden, and developing new ideas to grow
- Organizational skills - ability to multitask and manage time in order to maximize kitchen output
- Customer service - comfortable interacting with visitors, describing food, handling unusual requests and questions
- Some knowledge of, and willingness to learn more about, alternative diets and allergens like vegan and gluten free foods
- Food Handlers Certification required, but can be obtained once hired
- Comfortable with commercial kitchen equipment
- Comfortable guiding and supervising kitchen support staff (we have volunteers who help with food prep throughout the year, a full time Kitchen Support person in the off season, a part time Baker in the summer, and would like to hire a full time Sous Chef for the summer season as well)

#### Details:

- The Chef's typical hours are Monday – Friday, 9am – 5pm. These hours may change based on catering/event needs (events on Saturdays, evenings, etc.) We are very busy in the summer months (May-October), and staff tend to work extra hours with all these



events. We use lieu time to offset the busy summer, so you may decide to work shorter weeks or take more time off in the winter months.

- \$46,000/annually with health, dental, vision and specialty benefits
- Ideally this role would be for a year round, full time (40 hours/week) position, but there is some flexibility if you are interested in a full time seasonal (summer) position.
- Start date: April 3, 2023

Please email your resume to Director of Operations, Ashley McAllister at [ashley@abbeygardens.ca](mailto:ashley@abbeygardens.ca)