

# Brentwood Recovery Home

## JOB DESCRIPTION

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**JOB TITLE:** Head Chef

**DATE PREPARED:** March 28, 2025

**DEPARTMENT:** Kitchen

**POSTING NUMBER:** 05-2025

**REPORTS TO:** Director of Finance & Operations

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### GENERAL SUMMARY

Brentwood Recovery Home is seeking a Head Chef to lead and manage the kitchen operations of Brentwood. The successful candidate will employ their culinary, management and leadership skills, overseeing menu development, food preparation, kitchen staff and ensure high-quality food and operations.

### ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

*In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:*

- Demonstrate and exemplify Brentwood's mission, vision, and values in day-to-day work
- Act with the highest standard of professionalism with clients, volunteers, alumni, community partners, and colleagues
- Work in a manner that respects the privacy and confidentiality of client's
- Work in a manner that complies with Brentwood's policies and procedures
- Work in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace.
- Contribute to Brentwood's work by participating in committees and agency events.

### POSITION RESPONSIBILITIES AND DUTIES:

- **Menu Planning & Development:**
  - Design and develop nutritious menus while ensuring consistency in taste and presentation.
  - Update and modify the menu based on seasonal ingredients, food trends, and client feedback.
  - Create recipes, portion sizes, and cost-effective strategies while maintaining quality.
- **Kitchen Management:**
  - Oversee the entire kitchen operation, ensuring all kitchen staff are well-trained, and efficient.
  - Manage inventory, including ordering and ensuring stock levels of ingredients, and monitor food waste to control costs.
  - Enforce safety and cleanliness standards according to health regulations and company policies.

*Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

- Schedule accordingly while keeping in mind cost of labor
- **Team Leadership:**
  - Lead, motivate, and train kitchen staff to ensure high levels of performance and teamwork.
  - Delegate tasks and responsibilities to kitchen staff, ensuring all food is prepared and served promptly.
  - Conduct regular performance reviews and provide constructive feedback to kitchen staff.
- **Quality Control:**
  - Maintain high standards of food quality, hygiene, and presentation at all times.
  - Ensure all food leaving the kitchen meets Brentwood's standards for taste, presentation, and consistency.
  - Ensure equipment inventory and maintenance/ replacement needs are identified and escalated to Director
  - Collect, monitor, report and utilize key performance indicators specific to the Kitchen to identify opportunities for quality improvement and work in collaboration with the Manager of Quality Improvement to implement improvement strategies
- **Cost Control & Budgeting:**
  - Manage the kitchen budget, including food costs, labor, and supplies.
  - Monitor and control food waste and ensure the kitchen operates within budget.
  - Work with in collaboration with director of finance to manage kitchen budget

## QUALIFICATIONS

### **Education:**

A diploma/certificate from a recognized technical school in culinary arts  
 Must be Red Seal or equally certified  
 Must have Safe Food Handling Certification

### **Knowledge & Skills:**

- Proven experience as a Kitchen Supervisor, Head Chef or Executive Chef
- Culinary degree or relevant certifications (preferred).
- Strong knowledge of food safety, sanitation, and kitchen health regulations.
- Exceptional leadership, organizational, and communication skills.
- Ability to work under pressure in a high-stress environment while maintaining attention to detail.
- Creative, with the ability to innovate and stay up-to-date with culinary trends.
- Experience managing food costs and kitchen budgets.

### **Physical Requirements:**

- Ability to stand for long periods of time.

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- Ability to lift up to 50 lbs.
- Manual dexterity and the ability to use kitchen equipment efficiently and safely.

**Work Environment:**

- Fast-paced, high-energy kitchen environment.
- Flexible working hours, including evenings, weekends, and holidays.

**Interaction:**

Maintain a positive and professional approach with coworkers and staff.

**Compensation and Schedule**

- Full-time Position
- Working hours and shifts may vary per week.
- Hours will include weekends, with some flexibility
- Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment

**How to Apply**

A resume and cover letter may be submitted by email only to:  
[jlavin@brentwoodrecovery.com](mailto:jlavin@brentwoodrecovery.com) on or before end of business day April 18, 2025

**Please mark in the subject line “Posting # 05-2025”**

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