



Origins Kitchen – Kitchen Staff

Anticipated start date:	May 30, 2022
Terms of employment:	Full-time permanent positions
Hourly Wage:	Start @ \$15.65/hour based on experience.
Application deadline:	May 9, 2022
Number of positions:	13 Kitchen Staff: Bakers x 3, Salad & Sandwich Makers x 4, Dishes x 2, Section Cook x 2, Evening Prep x 2

About The Exploration Place:

As the largest museum and science centre outside of the lower mainland, The Exploration Place has taken a leadership role in the region and has offered quality programs and services for over two decades. The Exploration Place is a charitable organization with a mission to provide learning opportunities that foster an understanding of significant past and current issues shaping our community by linking experiences within the Regional District of Fraser-Fort George to the world in a unique, participatory Museum of regional history, science, and technology. You will be joining a team of enthusiastic and passionate individuals whose goal is to work together for the success of all departments and have fun doing it! This position is ideal for a detail-oriented, energetic, creative person who has a passion for supporting the meaningful programs and services we offer and wants to be a part of a team that makes a positive impact in our community.

Who are we looking for?

We are looking for high functioning individuals who can become leaders but also work within our parameters. The ideal candidates are those who love a challenge, are highly organized and personable, with a passion for great food and how it is sourced! These roles will significantly grow and develop within the first year. There will be many staffing and scheduling changes, so we envision promoting the right person quickly to Kitchen Lead. Those applying for these positions could be prep chef, baker, or prep and dish person until clear roles and responsibilities are established. There will always be some element of these tasks present in the role, but more so in the first 6 months. To be successful, you'll need creativity, attention to detail, management skills, a wide range of baking, prepping, cooking skills, and a serious knack for multi-tasking.

What are the hours and benefits?

These are permanent 40-hour/week full-time positions. A regular workday is 8 hours, plus a 30-minute unpaid lunch break. Occasional extended hours and evenings for events will also be required.

After a 3-month probationary period, benefits include:

- Extended health and dental benefits
- Vacation accrual of 2 weeks (80 hours) annually
- Sick leave of 10 days (80 hours) annually
- Annual Membership to The Exploration Place
- Staff discount in our gift shop
- Professional Development opportunities related to this position and the museum and science centre industry

Job Summary:

We are looking for those that have a desire to prepare delicious meals according to menu. You will prepare dishes that will delight our customers with their taste and creativity. An excellent employee must be able to follow instructions in baking, prepping, delivering well-prepared meals, and cleaning. You must be deft in moving around the kitchen and apt in multi-tasking. Experience in using various ingredients and cooking techniques is also important.

The successful applicants will be responsible for the following:

- Reporting to and working with the Manager – Food Programs & Services to meet company goals
- Working with manager to standardize the menu
- Helping with new menu items
- Producing exemplary product to sell in our café and retail space
- Keeping recipes and ingredient costs up to date
- Monitoring inventory and maintaining grocery list
- Assisting in processing, checking, and stocking inventory shipments
- Estimating future needs for goods, kitchen utensils, and cleaning products
- Liaising with the café lead to ensure the café is stocked with ingredients and prepared goods
- Prepping and assembling ingredients by washing and chopping fruit and vegetables, cutting meat and cheese, etc.
- Preparing dishes such as salads and sandwiches
- Undertaking cooking and baking duties
- Meeting performance goals
- Maintaining a clean and orderly kitchen by washing dishes, sanitizing surfaces, sweeping and mopping the floor, taking out garbage, and recycling
- Heavy-duty cleaning once per shift (rotating schedule of areas)
- Helping train new employees on operations, protocol
- Attending staff meetings
- Ensuring compliance with sanitation and safety regulations, including communicable illness protocols
- Being an advocate of our brand and facility
- Processing transactions, handling cash, and processing debit/credit cards, as needed
- Maintaining the physical appearance and cleanliness of the kitchen, ensuring that the facility and all equipment remain in good repair, and creating a polished aesthetic
- Ensuring accurate reporting of sales figures and other financials as required
- Representing the Museum with the utmost integrity, exemplifying the values and mission of our organization
- Aiding with various special events as necessary
- Other duties as assigned

Knowledge, skills, and abilities we are looking for:

- Canadian Citizenship or permanent resident status
- Possess a minimum of Grade 12 Graduation Diploma, Dogwood, or equivalent
- Must be willing to present a BC Vaccine Card showing full COVID-19 vaccination and abide by all COVID-19 regulations. If, over time, Health Canada updates its definition of “fully vaccinated” (such as requiring “booster” vaccine doses), employees will be expected to comply to maintain fully vaccinated status
- Possess strong oral and written communication skills
- Able to perform basic math, writing, and reading tasks without supervision
- Over 5 years of kitchen experience
- Ability to handle stressful situations while working in a fast-paced, customer-orientated facility, in cooperation with other staff and departments
- Ability to work closely and communicate respectfully with The Exploration Place team at large
- Be a self-motivated team player
- Possess excellent time management and multi-tasking skills
- Be familiar and comfortable with software, including Point of Sale Systems
- Be familiar and comfortable with communication and collaboration tools such as Zoom and SLACK
- Must show flexibility when asked to perform other tasks as needed
- Ability to work evenings, holidays, and weekends as scheduled
- Be able to lift and/or move up to 50 pounds on select occasions and stand for long periods

The following will be considered an asset for this position:

- Positive, forward-thinking
- Teachable, receiving critique and mentoring with decorum
- Flexible, early riser
- Quick mover, high functioning multitasker
- Approachable yet firm, tactful, and diplomatic
- Detail-oriented
- Desire to learn about and work with dietary restrictions
- Reliability and punctuality are a must

The Exploration Place is an equal opportunity employer.

We do not discriminate against ability, ethnicity, gender identity, socioeconomic background, or sexual orientation. We strongly encourage applications from racialized individuals, under-represented communities, diverse backgrounds, identities, and experiences. We're looking for motivated, compassionate people who can execute from the ground up. The Exploration Place is committed to providing our team members with safe, quality work experience, employability skills, and access to career development through professional development opportunities and mentoring. We use an in-depth, hands-on training program that allows our new employees to learn by doing, working closely with all departments and with our leadership team.

All offers are subject to the satisfactory completion of reference, police criminal record checks, and proof of vaccination. *Only successful applicants will be contacted. Please email your resume, cover letter, and three references to:*

Attn: Jeni Arnott
Manager - Food Programs & Services
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