



Salary Rate: \$56,202 – Check out the YMCA’s <a href="#">total compensation package!</a>	
Location: Toronto Metro Hall YMCA Culinary Skills Program	Work Hours: 37.5 hours per week
Employment Type: Regular Full-Time Salaried	Number of Vacancies: 1
Anticipated Start Date: Immediately	Deadline to Apply: December 15, 2022

**Be the Spark!** Join our passionate Hospitality team and help us to achieve great things in our community!

YMCA Employment & Community Programs operate a bustling large-quantity cooking kitchen at Metro Hall, located at 55 John St. in Toronto. The kitchen serves a dual purpose to provide nutritious meals and snacks within a café environment to guests, along with a training environment to those interested in working in the hospitality industry.

The Hospitality Program Manager provides program direction, policy leadership, and development of a comprehensive food strategy that encompasses all programs within the hospitality program at Metro Hall. The position establishes key stakeholder and funder partnerships, chairs advisory committees with stakeholders, as well as maintains relationships with government representatives in order to comply with contribution agreements/contracts. Leading a team, the manager guides and supports those staff responsible for program delivery.

The position also provides leadership to the Café and Catering department at Metro Hall, to ensure financial and contractual obligations are met, and to co-ordinate services and activities. The Manager supports the ongoing training of participants in the Hospitality Training Program and provides leadership and skills development to program members in culinary arts.

**In this role, you will:**

- Provide program direction, policy leadership and development of a food strategy.
- Ensure compliance with all terms of government contribution agreements/contracts including the achievement of all fiscal, participant and quality targets as established by the Association and in contribution agreements/contracts.
- Manage the program site facilities where programs operate, including all assets.
- Develop and maintain external relationships with stakeholders to ensure successful completion of program targets by chairing, attending and/or representing the YMCA at community partner meetings.
- Monitor budgets for government programs to ensure accuracy in spending and prepares reports required by Association and funder.
- Liaise with the Food Service and Hospitality Industry, and other social organizations involved in food security and sustainability.

- Hire, supervise and evaluate staff to ensure contract and philanthropic (financial and volunteer) targets are met, including coaching and development of staff. Facilitates staff meetings to ensure targets, objectives and goals are being met on a regular basis. Assists with the co-ordination of training for team members.
- Provide motivation and leadership to team members to achieve results e.g. daily/monthly selling targets; customer satisfaction; etc.
- Ensure successful and efficient delivery of Food Services program for Youth Outreach & Intervention programs. Work with staff on-site to ensure Food Services program meets required needs of participants, identifying special requirements. Work with Food Services staff team to ensure adherence to quality standards, safe food handling practices, etc.
- Develop and manage the annual budgets and service plans for Food Services and the Café and Catering services at Metro Hall. Ensure budgets are well managed and has full accountability for budget process. Ensure monthly accounting procedures are completed on a timely manner.
- Assist General Manager with moving the Association Strategic Plan ahead, working collaboratively with other YMCA programs and services. Provide ongoing program, reporting, and tracking targets on weekly and monthly basis.
- Facilitate strategic planning sessions for staff and adjusts plan accordingly if off target.
- Meet with funder to review program results of contribution agreements at specified times, e.g.; six months; contract completion, to review financial results.
- Assist in preparation of funding proposals and business plans. Prepare statistical and financial reports e.g. monthly and quarterly.
- Perform other duties as assigned.

#### **You bring:**

- University degree or college diploma in hospitality or culinary skills or a minimum of 5 years' experience in an institutional kitchen
- Minimum of 5 years' commercial experience in small and large quantity food preparation
- Demonstrated strong leadership skills developed through 2 to 5 years progressively responsible experience in a supervisory role; experience with budgeting an asset
- Previous experience in culinary skills Instruction/teaching preferred
- Background in adult education and working with individuals with barriers is an asset
- Ability to encourage, motivate staff and volunteers, acknowledge and appreciate contributions
- Excellent planning and organizational skills
- Self-sufficient and takes initiative
- Ability to work independently and within a senior leadership team
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with members, staff and volunteers
- Excellent written communication skills
- Commitment to diversity, equity, inclusion and building a sense of belonging
- Completion of Food Handlers Certification (current)
- Completion of Red Seal Certification (Cook) considered an asset
- Certification in WHMIS and First Aid an asset
- Solid knowledge of Microsoft Office (Word and Excel)

#### **What you need to succeed:**

- Commitment to the YMCA's [Mission, Vision and Values](#)
- Focus on the health, safety and wellbeing of all children, youth, and vulnerable people in YMCA programs including understanding legal and moral obligations related to reporting suspected child abuse to Child Protection Services

- YMCA Competencies: Accountable, Relationship-BUILDER, Improvement-Orientated, Team Player & Leader, Equity and Wellbeing Promoter

## Why work for the YMCA?

The YMCA of Greater Toronto is a charity that ignites the potential in people, helping them grow, lead, and give back to their communities. We are committed to helping our employees reach their full potential and are recognized as a great place to work. We offer meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. See what you can expect from the YMCA [here](#).

Joining the Y means contributing to over 165 years of providing opportunities for people to shine through programs and services like health and fitness, licensed child care, camps, employment and immigrant services, education and training, and services for youth, families, and seniors. Learn more in our 2020–2025 strategic plan, *Ignite the Light*, which outlines how we are focused on boosting well-being and promoting equity across the Greater Toronto Area.

The YMCA of Greater Toronto is committed to Diversity, Equity, Inclusion and Belonging. We strive to remove barriers to employment and recognize that diverse staff who reflect the communities we work in enrich the experiences of our participants and our team. As an equal opportunity employer, we invite applications from all qualified candidates including racialized people/people of colour, Indigenous Peoples, disabled people/people with disabilities and members of 2SLGBTQIA+ communities.

If we can make the recruitment process more accessible for you, please let us know when we reach out about a job opportunity so we can work with you to accommodate your needs.

In keeping with our commitment to safety and child protection, job offers are contingent on the successful completion of a Police Records Check. Within the first four months and every three years thereafter, a Vulnerable Police Records Check is required. Learn more about these checks [here](#).

If you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid medical or other Human Rights Code-related exemption.

The YMCA only considers applicants who are legally entitled to work in Canada. We thank all applicants for their interest, however, due to the volume of applications we receive, we can only contact candidates who are selected for an interview.

Check out the next steps in our [recruitment process](#) and see [what others are saying](#) about working at the YMCA.

