



Brigadoon Village invites applications for the position of
Kitchen Manager/Executive Chef

Reporting To: Director of Operations

Key Collaborators: Program Manager and Facilities Manager

Location: Brigadoon Village, 1650 North River Road, Aylesford, Nova Scotia

Contract Term: 6 months with possible extension

Hourly Rate: \$21.50 – \$28.00/hour based on experience

Who We Are

Brigadoon Village is a non-profit recreational facility that delivers year-round camp programming that seeks to passionately transform the lives of Atlantic Canadian children and youth living with health conditions and other life challenges. We help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Brigadoon Village is located on Aylesford Lake in the Annapolis Valley.

Who We're Looking For

The Kitchen Manager/ Executive Chef is part of the Brigadoon Village Operations leadership team who is responsible for outstanding experience to our campers and all guests at Brigadoon Village. They are responsible for leading the food service team at Brigadoon who is responsible for preparing meals for 10-175 people and an efficient, safe and timely manner.

Our kitchen is a place where creativity is exercised daily. Brigadoon takes great pride in meeting the dietary needs of all our campers, staff and guests. We are considered a leader in adapting and providing safe and delicious meals to meet the needs of our participants with food allergies and dietary restrictions. Examples of some of the diets and conditions our kitchen caters to include:



- Gluten-free diets
- Personalized diets to help those managing conditions such as kidney disease, crohn's, colitis, etc.
- Diets free of gluten, wheat, eggs, lactose, milk, soy, etc. due to allergies and intolerances
- Vegetarian, vegan, halal diets, and keto

The Kitchen Manager/Executive Chef is passionate, creative, and innovative. They will be curious and committed to learning and adapting in line with Brigadoon's camper first philosophy.

Key Responsibilities

- Assume all responsibility of the day-to-day operations of the kitchen
- Lead a team and oversee the preparation of meals for anywhere between 10-150 people (+ snacks)
- Hire, train, oversee, schedule and evaluate other food services staff
- Develop all menus to meet the needs of the participants
- Manage food and labour costs as well as procedures and planning
- Monitor and ensure exceptional food quality and food safety
- Ensure the supplies for upcoming service delivery is available including food ordering, maintain positive working relationships with suppliers
- Ensure that safety and sanitation levels are upheld in accordance with all regulations
- Work with volunteers and students
- Development of menus to meet the needs of Brigadoon's participants
- Take part/lead food service training and other facility wide training
- Maintain and properly store all food service equipment and supplies
- Maintain the order of the kitchen - damage/repairs, problems with food orders, sanitation and safety
- Work with the village operations team for the scheduling of meals, accurate numbers, dietary restrictions
- Prep work, dishwashing and light cleaning duties
- Open facility at beginning of day and lock at the end of the day (when appropriate)
- Help to ensure the safety and wellbeing of each camper/participant and staff



- Maintains and demonstrates knowledge of Brigadoon's emergency plan
- Create and maintain a documentation system for kitchen procedures, menus, overproduced foods, etc.
- Various reports and administrative duties
- Perform other related duties as required

Experience and Characteristics

- 5+ years of culinary experience. Experience with institutional cooking or catering considered an asset.
- Experience in leading a team
- Knowledge and experience of gluten free cooking and vegan cooking considered an asset
- Knowledge and experience in meeting diverse dietary requirements of children and adults with chronic illness considered an asset
- Computer literacy
- Open to receiving feedback
- Experience working with volunteers/students considered an asset
- Exceptional interpersonal and communication skills and intuition
- Ability to work in a fast-paced, demanding environment of competing priorities
- A commitment to meeting Brigadoon's mission
- High level of risk awareness, ability to troubleshoot and resolve problems quickly and effectively
- Ability to work as a member of a team

Qualifications and Certifications

- Food Safety Training
- Red Seal Certification considered an asset
- Standard First Aid and CPR Level C
- Criminal Record and Child Abuse Registry Check
- Vulnerable Sector Check
- Due to the vulnerability of our participants all Brigadoon staff are required to be fully vaccinated against COVID 19 and routine immunizations up to date.
- WHIMS



Brigadoon Offers

- A dynamic work environment where new ideas are encouraged and brainstorming sessions break out frequently
- An environment that supports growth in your role and challenges you with new opportunities
- Brigadoon Village is committed to employment equity and aspires to have a workforce that is representative of the diversity of our community; we encourage all passionate, qualified candidates to apply

How to Apply

- Interested candidates are asked to submit their cover letter, resume, including salary expectations to careers@brigadoonvillage.org. We will begin screening applicants on June 23rd, 2022. This post will remain open until filled.
- We thank all candidates for their interest, however only those under consideration will be contacted
- An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in withdrawal of offer or termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Education Verification, Criminal Background and Vulnerable Sector Search