



## About the Tsakwa'lutan Healing Centre

We, the We Wai Kai Nation, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive by following the footsteps of our ancestral history as stewards of our lands and waters, while balancing our role in modern-day society.

The Tsakwa'lutan Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

## About the Opportunity

We have an exciting opportunity for a full-time **Head Cook** based on **Quadra Island, BC**.

Reporting to the Facilities Manager, the Head Cook has overall responsibility for the safe and efficient operation of the kitchen facilities at the Healing Centre. The Head Cook is responsible for overseeing all aspects of food preparation and food service, ensuring all clients receive nutritious, balanced, and appealing meals that support their overall well-being and recovery. In addition to their cooking duties, the Head Cook develops and manages budgets, creates and revises menus, manages inventories, and supervises kitchen staff.

More specifically, your responsibilities include, but are not limited to:

### Menu Planning and Development

- Create and plan balanced, nutritious menus that cater to diverse dietary needs and preferences, including special diets for individuals with allergies or medical conditions.
- Develop and implement seasonal menus that incorporate fresh, locally sourced ingredients whenever possible.

### Food Preparation and Cooking

- Oversee the preparation and cooking of all meals, ensuring high quality and presentation.
- Ensure that all food is prepared in accordance with dietary guidelines and nutritional standards.

### Staff Management

- Recruit, train and supervise kitchen staff, including cooks, kitchen assistants and dishwashers.
- Supervision and leadership of kitchen staff and advising the Director regarding hiring and terminations, training, and performance management.
- Assist with the scheduling of staff shifts and manage workload to ensure smooth kitchen operations.

### Inventory and Purchasing

- Manage food inventory, including ordering, receiving and storing supplies.
- Monitor inventory levels and adjust orders to prevent shortages or excess.

### Food Safety and Hygiene

- Ensure all food handling and preparation complies with health and safety regulations.
- Maintain cleanliness and organization of the kitchen and storage areas.

### Collaboration and Communication

- Works closely with the healthcare/clinical team to address any specific dietary requirements of clients.
- communicates effectively with staff, clients and other dietitians regarding menu planning, food quality, and any special dietary needs.

#### Budget Management

- Assists with managing the food service budget, including cost control and waste reduction.
- Track expenses and make recommendations for cost-effective solutions.
- Negotiates with food vendors for best deals for food supplies.

#### Communication and Collaboration

- Engage with clients to gather feedback on meal satisfaction.
- Organizes special events when required.

#### Cultural Competency

- Honor and incorporate Indigenous ways of knowing and being in meal planning and preparation.
- Exhibit cultural humility, demonstrating respect and reverence for traditional foods and preparation methods.
- Perform additional tasks as required to support organizational goals.

#### About You

To qualify, you will need professional experience in culinary roles, ideally in healthcare or community-oriented settings, and a commitment to cultural respect and culinary excellence.

Additionally, the following skills and background will be highly valued:

- Grade 12 graduation and related post-secondary training
- Appropriate and current training related to food allergies, special dietary needs, and the safe preparation and storage of foods
- Safe and efficient use and maintenance of kitchen tools and equipment
- Previous successful experience in the operation of a commercial kitchen
- Strong industry knowledge with an entrepreneurial mindset to identify and apply best practices related to the operational, financial, and administrative management in the food and beverage industry
- Strong human resources experience and skills, including managing, and mentoring staff to achieve their best performance
- Strong leadership skills, including staff communication, coaching, motivating, and conflict management
- Policy and procedure development and implementation
- Strong computer skills, including working knowledge of the MS Office suite
- Organizational and time management skills with attention to details and accuracy
- Flexible work practices – to lead, to work independently, and to cooperate as a team member, as required
- Ability and willingness to create a workplace culture valuing the health and safety of employees and clients
- Positive and respectful outlook towards their job, other employees, and the clients they serve
- Adherence to the workplace rules and policies of the Healing Centre and the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance
- Clean criminal record check, including a vulnerable sectors check

As a Head Cook, you are compassionate, adaptable, and committed to preparing meals that nurture both body and spirit. Your dedication to quality, respect for cultural values, and leadership in the kitchen support the holistic healing journey of each client. This position requires physical activities related to cooking and the operation of a commercial kitchen. This is a full-time position, often requiring additional work hours including early mornings, late evenings, weekends, and holidays. The workplace is often busy, resulting in regular interruptions and related stresses.

### **About the Benefits**

A competitive salary range of **\$55,000 – \$65,000** per annum and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Pick-up and drop-off available from Campbell River ferry
- Beautiful facility along the ocean

### **How to Apply**

Interested candidates are invited to submit their application package to [info@healingcentre.ca](mailto:info@healingcentre.ca).

Application packages should consist of a letter of interest outlining how your previous experience and education align with this position and a most recent CV together in one PDF document. If you would like to learn more, inquiries before application submission are also welcome.

We encourage applicants to submit applications as soon as possible as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

Please note – the successful candidate must provide three references and a clear criminal record check, including a vulnerable sectors check. Preference will be given to persons of Indigenous ancestry.