



## DVM Food Services Manager

Reports to: Director

Location: Deer Valley Meadows – Alix, Alberta

Employment: Full-Time, Year-Round

Deer Valley Meadows or “DVM”, is a year-round Retreat, and Conference Centre with the ability to host various camps and gatherings. DVM is a Division of Canadian Church of God Ministries.

The Food Services Manager is willing to take our food services to the next level. This involves creating healthy and delicious meals as well as providing a welcoming environment for all guests receiving food. DVM Food Services will be responsible to plan and make meals for various group sizes. This position will be responsible to oversee the food services support staff. Being a leader and team player is a must.

### Tasks:

- Prepare meals for rentals of various sizes
- Plan and implement menus, including accommodations of special dietary needs
- Make sure meals are ready in a timely manner
- Order all grocery, dairy, meat, and other necessary supplies
- Enhance the experience of the guests by providing high quality, nutritious meals and ensuring high quality food products in all stages of production

### Qualifications and requirements:

- Culinary School Certificate from Canada or Equivalent documented experience and references
- Positive role model and encouraging communicator
- Food Safe handling course
- Able to work well with all staff and volunteers
- Help supervise and train staff in their responsibilities in the kitchen
- Able to handle large food volumes and sizable groups
- Ability to manage under pressure
- Knowledge of special dietary requirements including but not limited to, vegetarian, celiac, allergies and anaphylaxis

### Competencies:

- Supervise and give direction to Food Service support staff
- Can maintain a clean and organized workspace to ensure food safety protocols and safe working environment for other kitchen workers
- Good working knowledge of food services

- Well organized
- Able to operate a large kitchen
- Do inventory and order all supplies for food services
- Keep walk-in cooler and freezer clean
- Creation, implementation, and management of the food services budget
- Monitor inventory and track expenses to ensure a wise use of resources

**Working Conditions:**

- Modern and well-equipped kitchen
- Employment Year-Round
- Onsite housing supplied

**Line of Communication:**

- DVM Operations Director
- DVM Executive Director

**Compensation:**

- Salary commensurate with experience
- Housing is provided. If the candidate lives off site it must be within 30 minutes of the location.

**How to Apply:**

- Interested candidates should submit a **resume and cover letter** to [mark@godvm.ca](mailto:mark@godvm.ca)

Candidates must be legally eligible to work in Canada and have a current driver's license from a Canadian province.

**Websites:**

Canadian Church of God Ministries: [www.ccogm.ca](http://www.ccogm.ca)

Deer Valley Meadows: [www.godvm.ca](http://www.godvm.ca)