



New Leaf Enterprises - Food Services Instructor

About Easter Seals Nova Scotia

Easter Seals Nova Scotia is a not-for-profit organization that advocates for a barrier-free Nova Scotia and delivers high-quality programs that promote mobility, inclusion, and independence for children, youth, and adults with disabilities. Based in Halifax, our charity helps thousands of Nova Scotians annually. To find out more about our work and the people we serve, please visit www.easterseals.ns.ca. 'Like' us on Facebook, and follow us on Twitter @eastersealsns.

The Opportunity

New Leaf Enterprises, Easter Seals Nova Scotia's job skills training and employment program, seeks an enthusiastic, flexible, and dedicated professional as our Food Services Instructor. The successful candidate will be organized, self-motivated, experienced and comfortable in individual program planning, possess excellent written and oral communication skills and is a strong advocate for persons with disabilities. The successful candidate enjoys working in a busy environment while managing multiple priorities and relationships, has an aptitude for baking and cooking and is able to teach these skills to clients in our centre.

Specifically, this position involves working in a commercial kitchen providing top notch catering service and production of baked items for sale to catering and New Leaf Café customers. The successful candidate will work directly with clients to support them as they learn the skills required to work in a commercial food service setting. These skills include baking items for sale to the public, proper food handling, preparation of catering orders as required and inventory control. The Food Services Instructor will work well as part of a staff team that is dedicated to delivering a quality program for clients, and excellent product and service to catering and Café customers.

The Food Services Instructor will report to the Executive Director, New Leaf Enterprises.

Key Responsibilities

- Coordinate the operation of the on-site commercial kitchen to ensure an excellent quality product and that catering orders are completed and delivered
- Coordinate the work load in the kitchen to ensure client training
- Assess client skill levels
- Participate in the process to identify food service goals for each client
- In cooperation with the staff team, coordinate client involvement in the Food Service Program to ensure individual vocational goals are achieved
- Control inventory and ordering to ensure sufficient supplies are available to meet production demands
- Control waste
- Maintain regular communication with staff team re: client training, schedules, concerns and support required

Qualifications

- Post-secondary education in an appropriate discipline or combination of education and experience related to skills training
- Professional qualification including core competencies and training standards as identified by the NS Department of Community Services
- Demonstrated strength in written communication skills, with an emphasis on accuracy and grammar
- Excellent oral communications skills
- Must be a collaborative team player, with flexibility to assist with other New Leaf Enterprises and Easter Seals Nova Scotia programs as needed
- Ability to work under pressure while managing multiple priorities and deadlines
- Very strong organizational skills
- Effective computer skills
- A passion for supporting Nova Scotians with disabilities is a must
- Valid Nova Scotia driver's license and clean driver's abstract
- Minimum three years related experience

Hours of Work

This is a full-time, one-year contract position.

The deadline to apply for this position is 4 pm, Friday, February 8, 2019. Please submit a cover letter expressing your interest in this position and a résumé to v.dale@easterseals.ns.ca

Thank you to all applicants for your interest in New Leaf Enterprises / Easter Seals Nova Scotia however, only those selected for an interview will be contacted.