

Kitchen Lead

Scope of Responsibilities:

The **Kitchen Lead** is responsible for managing the kitchen operations at the Prospect Road Community Centre (PRCC), ensuring compliance with PRCC Food Policy and Nova Scotia Food Safety regulations. This role involves planning and preparing community meals, coordinating with the Recreation Manager to support kitchen window service during events and bookings, managing volunteers, and promoting healthy eating options within the centre.

Competencies Required:

1. Kitchen Management:

- a. Oversee all kitchen operations, ensuring compliance with Nova Scotia Food Safety regulations and best practices.
- b. Maintain cleanliness and organization of the kitchen and food preparation areas.
- c. Maintain, update, develop and implement food safety protocols, including proper storage, preparation, and serving of food.

2. Community Meal Planning:

- a. Plan and prepare nutritious community meals, considering dietary restrictions and preferences.
- b. Collaborate with the Recreation Manager to incorporate kitchen window service for events and bookings as needed.
- c. Create and promote healthy eating options within the centre.

3. Volunteer Management:

- a. Recruit, train, and supervise kitchen volunteers.
- b. Schedule volunteer shifts and ensure a positive and supportive working environment.

4. Inventory and Ordering:

- a. Manage kitchen inventory, including food and supply orders.
- b. Complete regular inventory checks and maintain accurate records.
- c. Monitor food waste and implement cost-effective practices.

5. Event Support:

- a. Coordinate with event organizers to provide food and kitchen services during special events.
- b. Ensure smooth and efficient kitchen operations during events and bookings.

Qualifications:

- First Aid, CPR or willingness to obtain
- Successful completion of a Criminal Record Check
- Successful screening through Child Abuse Registry.
- Must be legally entitled to work in Canada, must have resided in Nova Scotia at least six months prior to start of employment
- **Note: proof of all of the above will be required.**
- **Willing to obtain valid Food Safety Course** certification (Nova Scotia) prior to position start.
- Proven experience in a kitchen setting, with lead or supervisory experience preferred.
- Strong understanding of food safety regulations and healthy meal planning.
- Excellent organizational, leadership, and communication skills.
- Ability to work flexible hours, including evenings, weekends, and holidays.

Specific Job Components:

- Part Time position
- Hours vary depending on the need and plans for community food services within the PRCC. Example of hours: Grub Hub Lunch every other Thursday (Plan, Prep, Prepare during the week), Friday Grub Hub on the 1st Friday every 3 months (Plan, Prep, Prepare during the week), Friday evening Kitchen Window for regular event, additional hours available through future and additional food program initiatives.

Salary: \$17.00/hour plus 4% vacation pay.

Benefits:

- One Free Registration in PRCC Childcare Program - Before and After School. (If space is available) Does not include day camps or summer camps.
- Free Fitness Centre Membership
- Opportunities to Participate in PRCC Offered Programs at no cost.
- 15% off Facility Rentals
- Free Professional Development Opportunities
- Availability to Work Multiple Positions at PRCC

Terms of Employment:

- **Position Type:** Part Time - Kitchen Lead
 - **Contract Dates:** May 11, 2026
 - **Wage:** \$17.00/hour plus 4% vacation
- Work Location:** Prospect Road Community Centre, Hatchet Lake, NS

Application Instructions:

Please submit your **cover letter** and **resume** to: assistant@prospectcommunities.com

Subject Line: Kitchen Lead

Or deliver in person to: 2141 Prospect Road, Hatchet Lake, NS, B3T-1S1

Attention: Cathy McKenzie

Application Deadline: April 30, 2026

Only those candidates selected for an interview will be contacted.