

AVAILABLE POSITION

Sous Chef (10-Month Position)

Location: Westgate Collegiate & Vocational Institute

Salary: \$60,947 (pro-rated to time worked)

Employment Type: Non-Union, 10-Month Position (School Year)

This is a newly created position developed to support current operational requirements.

Position Summary

The Sous Chef at Westgate Collegiate & Vocational Institute (WCVI) supports the daily operation of the school cafeteria and contributes to the delivery of high-quality, nutritious food services in a safe and efficient environment.

This is a non-union, 10-month position aligned with the school year. The role operates within a vocational secondary school setting and supports student learning and experiential opportunities within culinary and hospitality programming.

The Sous Chef ensures all food service operations comply with Ontario Ministry of Education Policy/Program Memorandum (PPM) 150 – School Food and Beverage Policy, Ontario Public Health requirements, and Lakehead District School Board policies.

Key Responsibilities

Food Preparation & Service

- Assist in the planning, preparation, and presentation of nutritious meals for students and staff.
- Ensure food and beverage offerings comply with applicable nutrition standards under PPM 150.
- Maintain consistent quality, portion control, and food presentation.
- Accommodate dietary restrictions, allergies, and culturally responsive food options where feasible.

Kitchen Operations

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- Support daily cafeteria operations, including food production, service, ordering, and inventory control.
 - Assist with procurement, receiving, and storage of food and supplies.
 - Maintain a clean, organized, and sanitary kitchen environment.
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Health, Safety & Compliance

- Ensure compliance with:
 - PPM 150 – School Food and Beverage Policy
 - Ontario Public Health regulations and food safety legislation
 - Lakehead District School Board policies and procedures
 - Adhere to workplace safety standards, including WHMIS and safe equipment operation.
 - Participate in inspections and support implementation of corrective actions as required.
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Supervision, Collaboration & School Integration

- Oversee students participating in cafeteria operations and culinary activities.
 - Ensure students follow safe food handling practices, workplace safety procedures, and appropriate conduct in a commercial kitchen environment.
 - Reinforce and model workplace sector expectations, including teamwork, responsibility, and professionalism.
 - Collaborate with school administration and teaching staff to support experiential and program-related learning opportunities.
 - Promote a respectful, inclusive learning and working environment aligned with WCVI's school culture.
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Student Learning & Experiential Opportunities

- Support hands-on learning opportunities within culinary and hospitality programming, including SHSM initiatives.
 - Model industry-standard culinary practices and workplace expectations.
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Financial Operations & Point of Sale (POS)

- Operate the cafeteria Point of Sale (POS) system for daily transactions, including debit, and other payment methods
- Ensure accurate recording of all sales and transactions

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- Complete daily cash handling procedures, including counting, balancing, and securing funds
 - Perform daily reconciliation of sales, identifying and resolving discrepancies in a timely manner
 - Maintain appropriate records and documentation in accordance with board procedures
 - Support transparency and accountability in all financial processes
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Qualifications & Experience

- Red Seal Certification (Cook) – preferred
 - Secondary School Diploma required; post-secondary culinary credential preferred
 - Minimum 3–5 years of culinary experience, preferably in institutional or high-volume environments
 - Experience working with secondary school students or youth in a supervisory or instructional setting
 - Current Food Handler Certification required
 - First Aid/CPR certification is an asset
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Knowledge, Skills & Abilities

- Strong knowledge of:
 - Food safety and sanitation standards
 - Ontario school nutrition requirements under PPM 150
 - Ability to prepare high volumes of food while maintaining quality
 - Ability to supervise and support students in a learning-focused environment
 - Strong interpersonal, communication, and teamwork skills
 - Effective organizational and time-management skills
 - Demonstrated commitment to equity, inclusion, and student well-being
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Working Conditions

- Commercial kitchen located within a secondary school and/or food trailer
 - Requires extended periods of standing and physical activity
 - Exposure to heat, equipment, and food preparation environments
 - Work schedule follows the 10-month school year, aligned with school breaks unless operational needs require otherwise
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Additional Requirements

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- Successful completion of a Criminal Background Check with Vulnerable Sector Screening
- Compliance with all Lakehead District School Board policies and procedures
- Commitment to maintaining a safe, inclusive, and respectful environment

Core Competencies

- Student-centered service delivery
- Collaboration and teamwork
- Professionalism and accountability
- Adaptability and continuous improvement
- Cultural awareness and inclusivity

Application Procedure

A cover letter and detailed resume, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a **Reference Check Consent Form** that can be found on the Board's website under the Careers tab. Applications are to be emailed to hr@lakeheadschoools.ca.

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check. This document does not need to be included in your application package.

We welcome applications from all qualified candidates.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

The deadline for applications is **4:00 p.m. Wednesday, July 8th, 2026.**

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