



ST. AUGUSTINE'S SEMINARY

Employment Opportunity

CHEF

St. Augustine's Seminary – Serra House

226 St. George Street, Toronto ON M5R 2N5

Full Time (35 hours per week)

Overview:

St. Augustine's Seminary is seeking a Chef to prepare meals for seminarian and clergy guests and residents. Responsibilities include meal planning, cooking meals (lunch and dinner), purchasing food and kitchen supplies, and maintaining hygienic conditions.

Responsibilities:

- Preparing, cooking, and serving meals for seminarians (approx. 10-20) and resident/guest priests (approx. 5)
- Collaborating with the Director and/or Operations Manager in determining meal schedules, special meals, and budget requirements
- Planning meals in accordance with residents' (and guests) needs and dietary restrictions
- Ensuring good presentation of dishes prior to serving
- Purchasing and/or ordering groceries and kitchen supplies
- Providing in-house catering for special functions, events, and holiday meals for up to 30 people
- Preparing and serving refreshments for small group meetings
- Cleaning the Seminary kitchen (including dishes)

General Requirements:

- Degree in Culinary Arts or Diploma from a culinary school required
- Experience in meal preparation, including meal planning, food and supply purchasing
- Adept in working in a professional-grade kitchen with commercial equipment
- Experience using various ingredients, cooking methods, and techniques is important
- Excellent communication and organization skills
- Dedicated to food quality and control
- Certified by Toronto Public Health Food Handlers Program
- Strong knowledge of and adherence to all proper food handling and sanitation standards
- Ability to maintain confidentiality and perform duties in a detailed, conscientious and professional manner, in keeping with a church environment
- Light lifting will be required
- Flexible with work hours, including evenings and weekends
- Comfort and adaptability to working with and for priests and seminarians
- A criminal background check will be required of the successful applicant



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Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to:
Fr. Scott Birchall at sbirchall@archtoronto.org. Deadline for receipt of applications is **December 12, 2022**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.