



ST. AUGUSTINE'S SEMINARY

**Employment Opportunity**

**Head Chef**

**St. Augustine's Seminary of Toronto**

Regular Full-Time (40 hours per week)

**Overview:**

St. Augustine's Seminary is searching for a skilled and passionate Chef to deliver high quality meals for resident seminarians (approx. 40-50), priests (10-15), staff (10-15), and guests at the Main Campus in Scarborough. Under the direction of the Manager, Food Services, the Chef will cook meals, prep ingredients, and ensure that safety & cleanliness standards are met. The incumbent will also assist in the planning of meals, ordering of supplies, and being a leader in the kitchen.

**Responsibilities**

- Prepare meals of excellent quality and served in a timely manner
- Collaborate with the Manger, Food Services in determining meal schedules, special meals, and administering the budget in a cost-effective manner
- Plan meals in accordance with residents' (and guests') needs and dietary restrictions
- Create new recipes to keep the menu fresh and use seasonal ingredients
- Provide in-house catering for special functions and gatherings for up to 150 people
- Ensure kitchen equipment is functional and sufficient inventory is available
- Assist with ordering supplies and restocking ingredients as needed
- Prepare and serve refreshments for small group meetings
- Provide catering for off-site Seminary functions
- Coordinate work of kitchen staff, providing training and assistance, where required
- Clean and sanitize kitchen equipment & workstations, including dishes
- Receive feedback and make improvements where necessary

**Experience and General Requirements:**

- Culinary Arts degree or diploma required
- Experience in meal preparation, meal planning, and purchasing
- Adept in working in a professional-grade kitchen with commercial equipment
- Experience using various ingredients, cooking methods, and techniques
- Excellent communication and organizational skills
- Certified by an Ontario Food Handler Program within the last 5 years
- Strong knowledge of proper food handling and sanitation standards
- Light lifting will be required
- Flexible with work hours, including evenings and weekends
- Comfort and adaptability to working with and for priests and seminarians
- Ability to maintain confidentiality and perform duties in a detailed, conscientious and professional manner in keeping with a church environment
- A criminal background check will be required of the successful applicant

**About St. Augustine's Seminary**

St. Augustine's Seminary of Toronto is the Major Seminary of the Roman Catholic Archdiocese of Toronto. Its primary mission is the formation of candidates for ordained priesthood in the Catholic Church. The Seminary is also mandated to form men and women aspiring to other ministries in the Church.

The Seminary's mission is undertaken in the context of committed ecumenical engagement as a founding member of the Toronto School of Theology, affiliated with the University of Toronto.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to **Abraham George, Director of Operations** at **abraham.george@utoronto.ca**.  
Deadline for receipt of applications is **April 20, 2025**.  
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), St. Augustine's Seminary of Toronto and 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.*