

Job Description – Executive Chef (Contract)

The Bamfield Marine Sciences Centre (BMSC) is looking for a skilled Executive Chef for a contract duration of approximately 6 months. This role involves managing the kitchen and a cafeteria that serves on average between 50 and 75 people (with special events serving up to 150 people), overseeing daily operations, and assessing the current setup to provide strategic recommendations for long-term improvement.

The BMSC kitchen team is the heart of this unique and diverse resort and marine station on the West Coast of Vancouver Island, in the traditional territories of the Huu-ay-aht First Nations. They cater to a wide range of individuals, including employees, research guests, university and secondary school students, and other visitors. Their commitment to sustainability is evident in their thoughtfully curated menus, which feature a variety of hand-prepared dishes and baked goods made from fresh, high-quality ingredients. Each item is crafted with care and precision, reflecting the essence of BMSC. This all begins with the expertise and passion of their exceptional team members.

POSITION/TITLE: Executive Chef (Contract)

BUSINESS UNIT: Guest Services (Food Services)

REPORTING TO: Head of Guest Services

ANNUAL SALARY: \$80,000 - \$85,000

***non-union and overtime exempt.*

JOB OVERVIEW: The Executive Chef (Contract) oversees menu and recipe creation, sourcing of high-quality ingredients, and the comprehensive preparation, cooking, and baking of dishes offered by the BMSC kitchen. In this role, the Executive Chef will be a leader responsible for building a strong culinary team and fostering a respectful culture; ensuring the efficient operation of the kitchen to meet all health and safety requirements and guest expectations.

ACCOUNTABILITIES:

Primary Job Objectives:

The Executive Chef works in collaboration with the Head of Guest Services to:

- Optimize menu creation to enhance appeal and efficiency, considering the BMSC overall budget, structure, geographic location, kitchen facilities, staffing levels, and guest preferences.
- Implement and align BMSC processes and practices to promote consistency, foster cross-training, and build a cohesive, high-performing culinary team.
- Develop partnership opportunities with post-secondary culinary programs to offer a mix of practical experience, certifications, and work opportunities to students.
- Incorporate traditional cuisine from the region and the Huu-ay-aht First Nations into menus, prioritizing fresh, sustainable ingredients wherever possible.
- Strengthen vendor relationships to procure cost-effective ingredients and supplies, giving preference to local products to support the community and sustainability initiatives.

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- Regularly evaluate and maintain kitchen equipment and facilities to meet operational needs, potential enhancements in service offerings and compliance with all safety standards.
- Assess the overall functionality of the kitchen, providing strategic recommendations for long-term improvements and enhancements to both the kitchen and catering facilities, including special event opportunities.

Primary Responsibilities:

- Design and update monthly menus and recipes to meet the needs of guests, BMSC employees, and events, while prioritizing sustainability through the use of fresh, high-quality, and locally sourced ingredients.
- Evaluate and document individual serving portion and cost for each recipe to ensure alignment with overall budget constraints.
- Design and rotate menus to provide variety and maintain guest and employee satisfaction.
- Oversee inventory levels of ingredients, supplies, and equipment, ensuring timely procurement while minimizing shrinkage, waste, and overstocking.
- Work closely with the Head of Guest Services to coordinate meal schedules with daily and weekly operations and activities.
- Lead and participate in the daily preparation, cooking, baking, decoration, and service of food for all meals and snacks.
- Anticipate future requirements and catering opportunities and conduct the necessary planning and preliminary preparations to ensure effective execution.
- Ensure apportioning of prepared food to guests/employees at scheduled times is in alignment with expectation, making recommendations for improvement where required.
- Inspect food during and after preparation to ensure it meets the required quantity, quality, and dietary standards, and make recommendations for improvement as needed.
- Operate and maintain food production equipment, including mixers, ovens, slicers, grills, fryers, and more, ensuring they are clean and in good working condition.
- Integrate local and sustainable ingredients into innovative dishes that celebrate the unique west coast environment and the Huu-ay-aht First Nations culture.
- Support the evaluation of the food services and kitchen organizational structure, providing recommendations to ensure an effective and sustainable long-term function.
- Assist in the recruitment, training, and supervision of kitchen employees, fostering teamwork and ensuring efficient food preparation and cleanliness.
- Cultivate relationships and assist in developing sustainable programs with post-secondary culinary institutions to ensure students and apprentices have access to successful practical experiences and work opportunities.
- Mentor apprentices, ensuring their training needs are met, hours are accurately tracked, and their progress towards Red Seal certification is supported.

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- Implement and maintain BMSC Occupational and Environmental H&S policies and procedures for the kitchen, including hazard documentation, incident management, safe work practices, and record management.
- Facilitate ongoing training of kitchen employees on safety protocols, equipment operation, food safe and first aid, while collaborating with the JOFHS committee to ensure compliance and workplace safety.
- Maintain and ensure adherence to proper food safe handling, sanitation, and safety practices and procedures across the kitchen, dining, and storage areas.
- Evaluate and recommend improvements for food safety handling, sanitation, and safety practices across the kitchen, dining, and storage areas, ensuring proper training and adherence.
- Respond to feedback from guests and employees, adjusting meals or menus to improve the dining experience while optimizing labor costs.
- Responsibly manage the storage, disposal, and recycling of waste, compost, and garbage, and make recommendations for improvements where possible.
- Ensure adherence to WHMIS guidelines for the safe use of chemicals in the kitchen.
- Foster a cooperative and positive attitude, embodying the "Yes I Can" approach to excellent customer/guest service throughout the kitchen.
- Ensure kitchen equipment and facilities are fully operational, well-maintained, and promptly report and deal with deficiencies.
- Conduct regular assessments of kitchen and cafeteria layouts, implementing improvements to equipment placement and floor plans to optimize functionality and efficiency.
- Collaborate with the Head of Guest Services to maintain and improve upon effective communication and coordination between departments.
- Contribute innovative ideas to further the BMSC Vision of delivering an outstanding hospitality experience for all visitors and employees.

JOB REQUIREMENTS

Education:

- Food Safe Certification Level 1 and 2.
- Red Seal certification for cooking, or equivalent.
- WHMIS certification and observance.
- OFA Level 1 certification required.

Experience and Technical Skills:

- A minimum of seven (7) years of cooking experience with three (3) years of Head Chef/Executive Chef experience required.
- Experience operating in a related consulting capacity, reviewing current operations and making recommendations for enhancements.
- Experience training and mentoring apprentices towards Red Seal certification.

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- Excellent interpersonal skills with the ability to supervise kitchen employees of all levels.
- Experience and physical ability to work in a semi-remote camp environment.
- Ability to work varying work schedules, including weekends/evenings on short notice is required.
- Excellent verbal and written communications skills.
- Expertise in standard practices, methods and procedures for large volume food preparation, cooking, food handling, sanitation, safety precautions, and use of kitchen utensils, knives and equipment.
- Excellent line cook and pastry/baking skills.
- Advanced knife skills.
- Advanced soup, stock, sauce, dressing, vegetable and starch knowledge.
- Knowledge and experience with Microsoft Office, including Outlook, Teams, Excel and Word.

Core Competencies:

- **Strategic Culinary Vision:** Develops a menu strategy that balances creativity with available local and seasonal ingredients, incorporating sustainable practices aligning culinary experiences with the guest expectations.
- **Logistical & Resource Management:** Efficiently manages food procurement and supply chains, considering remote location constraints; builds relationships with local suppliers and contractors to ensure contingency in the event of delivery delay or shortages and in response to fluctuating service requirements.
- **Team Leadership & Employee Development:** Recruits, trains, and retains a team by creating a positive, team-oriented culture to ensure inclusivity, respect, and strong collaboration.
- **Adaptability & Crisis Management:** Quickly problem-solves when faced with supply chain disruptions, extreme weather, or employee shortages and ensures safety and health compliance.
- **Sustainability & Environmental Stewardship:** Integrates farm-to-table concepts, minimizes food waste through measured portioning, composting, and recycling.
- **Guest Experience:** Enhances guest satisfaction by delivering dining experiences reflective of dietary preferences and wellness-focused cuisine; incorporates indigenous cultural and local flavours into dishes.
- **Financial & Cost Management:** Controls food and labor costs while maintaining quality culinary offerings and finds creative ways to reduce operational expenses without compromising guest satisfaction.
- **Communication & Cross-Departmental Collaboration:** Works closely with resort management and the leadership team to ensure seamless coordination between kitchen, housekeeping, and educational teams.

Physical Requirements:

- Ability to lift upwards of 50 pounds.
- Ability to stand for extended periods.

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- Ability to bend.
- Valid Class 5 driver's license and clean driver's abstract.

Additional Information

- **Work Location:** The Bamfield Marine Sciences Centre (BMSC) is situated in Bamfield, British Columbia, nestled in a semi-remote area along the beautiful west coast of Vancouver Island.
- **Accommodation:** Subsidized accommodation (bedroom, utilities, fully equipped - shared kitchen, internet, phone line) may be provided on BMSC property depending on availability and candidate preference.
- **Meals:** Meals and snacks are provided during work hours.
- **Benefits:** Benefits may be offered for individuals who work more than 20 hours per week as an employee of BMSC. Benefits will not be offered to individuals operating as an independent consultant.

Revised Date: March 17th, 2025