

We're Recruiting For A...

Head Chef

Reporting to the Catering and Conference Service Manager, the Head Chef is responsible for the day to day operation of the kitchen staff and is focused on providing exceptional guest service while maintaining and growing high quality food preparation and presentation.

Duties of the Head Chef will include, but are not limited to:

- Leading the purchasing and coordination of food products for upcoming events
- Menu Development for conference groups, wedding, bus tours and receptions
- Food Costing of menu items and new menu items
- Inventory Management, first in first out and monthly inventory counts
- Making sure all staff follow workplace safety and QA standards.
- Kitchen organization with following FIFO, dating, and labeling of all products.
- High quality of cuisine preparation and presentation standards for all events

The ideal candidate will have:

- At least five years experience working within a high paced kitchen and leading a team of kitchen staff
- Strong interpersonal and communication skills that foster the development team first atmosphere.
- Professional attitude
- Ability to work cohesively with fellow colleagues as part of a team.
- Strong interpersonal and problem-solving abilities.
- Highly responsible & reliable
- In-depth knowledge of Excel for updating inventory papers

The following would be considered an asset:

- Advanced Food Safety Training
- Red Seal Certificate
- 1 + years of Management experience is preferred

<< Kitchen receives 35% of gratuities on all events >>

How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at

careers@confederationcentre.com or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting an inclusive workplace. We encourage applications from under-represented communities including racialized persons, new Canadians, or persons with a disability. When requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: M a y 29th, 2023