

Job Posting: Kitchen Team Lead

Overview

Open Door Kitchen is a social enterprise food production business located at Dovercourt Recreation Centre, creating and selling fresh soups, frozen meals, and pizzas through a smart fridge, corporate delivery program, and online orders. As part of the W.A.V.E. program, we provide training and meaningful employment for adults with developmental disabilities.

We are seeking a calm, organized, and hands-on leader with strong kitchen experience who can work independently and support others in a fast-paced environment. The ideal candidate brings experience training or leading staff in a kitchen setting, a solid understanding of food safety practices (certification required or willingness to obtain), and the ability to problem-solve under pressure. This role is well-suited to someone who is flexible, reliable, and passionate about inclusive employment and supporting individuals with diverse needs.

Key Responsibilities

- Lead daily production of soups, pizzas, and prepared products
- Assign and oversee tasks for kitchen assistants, ensuring all work is completed
- Step in and cook/prepare food as needed to meet production goals
- Maintain food quality, consistency, and food safety standards
- Provide hands-on training, coaching, and support to team members
- Manage inventory and communicate needs to the Kitchen Supervisor
- Take ownership of kitchen operations when the supervisor is not present

Work Environment

- Fast-paced, **hands-on production kitchen**
- Standing, lifting, and carrying required
- Small, team-oriented environment with strong collaboration
- Work alongside and support **adults with developmental disabilities**
- Located in a recreation centre (access to gym and pool)
- Requires balancing **productivity and support** in a dynamic environment

Qualifications, Knowledge and Abilities

- Valid CPR certification
- Food Handler's certification an asset
- Kitchen experience
- Experience supporting people with disabilities is an asset.

Compensation Range/Hours

- \$19.69- \$20.28 per hour based on current pay scale
- 12-16 hours/week. Shifts scheduled on Monday-Friday with weekends required.

Please send cover letter and CV to Caitlin Booth at cbooth@dovercourt.org