



School Kitchen Manager

Full-Time Permanent

Specialized Programs and Services to Support the Development of Young Children

Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 7 schools and childcare facilities in Calgary and surrounding area. Our programs are designed to support young children who may not be meeting typical developmental milestones. Providence provides the opportunity to enhance the health and development of children and their families. Learn more about us at: www.providencechildren.com

We are seeking a dedicated and organized **School Kitchen Manager** to join the Providence team in a full-time, permanent, 10-month position beginning August 17, 2026, and ending June 25, 2027. Regular working hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, with occasional evening work required to support special events and functions.

It is a condition of employment at Providence that all employees are vaccinated against COVID-19.

Position Summary:

Reporting to the Executive Manager, Operations, the School Kitchen Manager is responsible for the day-to-day operation of Providence school kitchens, including food preparation, ordering, inventory management, purchasing, deliveries, and kitchen maintenance. This position ensures food service operations are carried out safely, efficiently, and in accordance with Alberta Health Services regulations. Responsibilities include preparing and distributing food, monitoring inventory and supplies, supporting kitchen staff, maintaining cleanliness and sanitation standards, and helping ensure smooth operations across all Providence locations.

We offer:

- Competitive salary range.
- Comprehensive health and dental benefits package which includes optional RSP contributions, wellness days, appointment time and paid sick time.
- Free onsite parking.
- Employee Assistance Plan.
- Professional development allowance for ongoing learning and career advancement.
- Up to 3 weeks paid vacation along with additional paid time off during winter break and spring break.

Responsibilities Include:

- Comply with nutrition and sanitation regulations and safety standards for all school locations
- Prepare snack daily for a school of more than 300 children.
- High volume baking required on weekly basis, which includes cookies, muffins, special diet items etc.
- Control and direct the food preparation process and any other relative activities, ensuring that all food production deadlines are met.
- Special events and functions: Prepare and serve meals as required for occasional large staff and volunteer functions, any in-house functions (including board meetings). This may require evening hours on occasion
- Ensure all appropriate health regulations and food handling techniques are used at all school locations to comply with Alberta Health Services.

- Responsible for the daily cleanliness and organization of entire kitchen, laundry area and kitchen office space. This includes cleaning and sanitizing of kitchen and staff lunch areas throughout the day at Windsor Park.
- Support Site Coordinators with laundry pick-up and delivery at all other locations as required.
- Monitor the cleanliness and proper storage of all food products at all school locations
- Working with the Executive Manager, Operations create school snack menu and maintain assigned budget.
- Work with food suppliers and ensure the best sourcing for cost control and food quality
- Inspect and maintain the food van, keep it organized and clean at all times. Transfer food to satellite schools.
- Operate food preparation equipment daily in accordance with manufacturer specifications and intended functions, and initiate repair of equipment as required.
- Manage workflow of direct reports
- Evaluate performance of direct report and provide feedback on an ongoing basis/annual review process.

Qualifications:

- High School Diploma.
- Valid Alberta Food Safety Certificate.
- Minimum of three years' experience working in an institutional food preparation setting, including bakery experience.
- Proficient in the use of MS Office Suite - Word, Excel and Outlook.
- Valid Class 5 Driver's license. Required to submit a Driver's Abstract.
- Occupational Health and Safety Experience, including knowledge of codes.

Personal suitability NOTE: This position entails performing physical activities that require physical capability for frequent heavy lifting and moving up to 25KG. Required to stand, handle or feel, reach with hands and arms. Ability to move quickly over a short distance with no warning in order to prevent an accident (3 metres to 5 metres)

Please submit your resume via email to the Human Resources Team at: hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.