



Position: Kitchen Manager

Reports To: General Manager

Start Date: February 15th, 2025

Hours & Location: Full-Time | Salt Spring Island, British Columbia, Canada

ABOUT US

The Salt Spring Centre of Yoga (SSCY) is a non-profit educational and spiritual retreat centre dedicated to teaching and promoting the core principles of yoga, which embody peace, resilience, and belonging.

Purchased in 1981, the Centre remains the keystone project of the *Dharma Sara Satsang Society* – founded in 1974 by a devoted and enthusiastic group of students of Baba Hari Dass (Babaji). In harmony with yogic philosophy, the Society has the central aim of fostering the search by each person to find the deep inner peace of spiritual fulfillment. By means of Sadhana (spiritual practice), Karma Yoga (selfless service), and Satsang (supportive community), we aspire to create an environment for the attainment of peace.

We value living in harmony with the land we inhabit and growing food as naturally as possible. Our kitchen is at the heart of our community, providing nourishing vegetarian meals to program guests and our residential community in alignment with the principles of yoga and a sattvic lifestyle.

Set on 69 acres of protected land with a network of nature trails through towering cedar, alder and maple trees, the SSCY boasts rustic accommodations, garden to table meals, a woodfire sauna, and a variety of spiritual development classes, workshops, and programs based on traditional yogic teachings and practices.

SSCY staff receive a discount on guest accommodations, retreat tuition, and merchandise, as well as complimentary access to many of our classes, events, and offerings.

ABOUT THE ROLE

We are seeking a dedicated Kitchen Manager to lead our culinary team and oversee the daily operations of our commercial lacto-vegetarian kitchen. As the Kitchen Manager, you play a vital role in ensuring the delivery of high-quality, balanced, and delicious meals that align with our sattvic living principles. This is an exciting opportunity for individuals who are passionate about preparing food with love, have strong leadership skills, are well-organized, and are interested in contributing to a diverse and inclusive spiritual community.

The Kitchen Manager is an experienced leader who demonstrates cooking excellence as well as the maturity and people-skills to effectively direct, support, and collaborate with a diverse team while remaining calm and peaceful in a busy kitchen. This position is responsible for managing all aspects of our culinary operations in order to ensure consistent high-quality food preparation for groups ranging between 25 – 300 people while ensuring that all relevant health and safety standards are followed and minimizing any food wastage or spoilage in the kitchen. They will also be expected to communicate clearly, with kindness, and be able to provide guidance, direction, and oversight of kitchen personnel with varying degrees of skill and kitchen experience, including support cooks, kitchen volunteers, and other kitchen staff.

The Kitchen Manager organizes their team to meet the production requirements for all program and community meals, while ensuring that meal menus and any dietary restrictions are clearly understood and accounted for. They also demonstrate the ability to take ownership and execute tasks, to write and to follow recipes, weigh and measure food accurately, and demonstrate a strong understanding of the fundamental techniques and principles used in cooking, baking, and food preservation.

WORKING CONDITIONS

The Kitchen Manager is expected to exercise exceptional interpersonal skills, show up on time, and dress in a clean presentable uniform. This position is exposed to continuous deadlines and the need for effective and precise time management is essential. This position is responsible for operating equipment and preparing food in accordance with WorkSafe BC's health and safety standards and following company policy in cases of injury or incident. The Kitchen Manager will also take the lead in responding to any guest complaints, questions, or food-related concerns. They must be able to lift and carry up to 40 lbs, walk, kneel or stand for long periods of time, and navigate stairs multiple times daily.

Work schedule is seasonal in nature; approximately 35 hours per week, depending on our program schedule. More than 35 hrs./week will likely be required during peak program times, and you may be required to work outside of regular working hours, which may include evenings, weekends, holidays, or extended hours as our program schedule dictates. Work must take place in-person at the *Salt Spring Centre of Yoga*, on Salt Spring Island, BC, Canada.

KEY RESPONSIBILITIES

This position assumes primary management of the following duties including, but not limited to:

Kitchen Operations

- Oversee all aspects of kitchen operations, including meal planning, preparation, service, cleanliness, and maintenance.
- Ensure the safety and cleanliness of the kitchen's workspaces – overseeing compliance with BC Health Code and Regulations.
- Update the kitchen guidelines and procedures for staff and volunteers.
- Establish a kitchen orientation procedure and checklist.
- Update the organization of all recipes and digital kitchen files in Sync (online database).

Menu Planning & Recipe Development

- Assess Yoga & Wellness retreat menu template and recipes; update as necessary.
- Establish a menu template and recipe database for other programs & special occasions.
- Test and update existing recipes, as needed. Test and review various farmstand products.
- Test and document new recipes for program use and potential farmstand products.

Food Planning & Preparation

- In collaboration with Farm Coordinators, determine the amount and kinds of crops to be ideally supplied to the kitchen.
- Directly plan and help prepare hot meals each week for Centre residents and programs.
- Create diverse and nutritionally balanced meals for community and retreat programs.
- Make efficient and inspired use of ingredients on hand and any produce available from the farm in order to minimize food waste and keep costs low.
- Adapt menus as necessary to accommodate various dietary preferences and restrictions.
- Ensure that meals prepared meet the restricted dietary needs of guests and residents.

Quality Assurance

- Uphold kitchen guidelines and protocols while also ensuring that they are upheld by anyone cooking in the kitchen under your supervision.
- Monitor food quality and presentation to ensure that all meals meet or exceed our high standards and food preparation guidelines.
- Address any guest feedback or concerns promptly and professionally.

Budget Management

- Work closely with management to establish and manage kitchen budgets.
- Identify cost-saving opportunities and help control expenses.

Inventory Management

- Maintain accurate inventory records and manage food orders to minimize waste and control costs.
- Assess current food suppliers and forge new relationships as deemed advantageous or necessary.
- Network with local farms to supply local produce within budget.
- Implement sustainable practices for sourcing and using ingredients.
- Lead season wrap-up, collaborating with the Farm Coordinators on a plan for food storage and preservation.
- Plan and oversee the preservation of farm and orchard produce throughout the harvest season.

Kitchen Rental Management

- Create a kitchen manual and guidelines for rental caterers.
- Liaise with caterers prior, during, and after their rental to ensure a smooth experience.
- Conduct rental caterer orientation meetings prior to or upon arrival and remain available to answer any questions they may have.

Personnel Relations, Supervision, & Training

- Assist with recruiting and onboarding new kitchen personnel (staff and volunteers).
- Schedule, direct, and collaborate with other kitchen staff and volunteers.
- Provide training, mentorship, and support to kitchen staff and volunteers as needed.
- Liaise with Centre management, coordinators, and guest services to ensure a smooth end to end guest, volunteer, and visitor experience.
- Model and foster positivity, productivity, and collaboration in the kitchen, promoting teamwork, mindfulness, and personal growth.
- Maintain focused, professional, respectful, and constructive communications with the entire kitchen team, fellow employees, volunteers, and guests at all times.
- Work in the spirit of karma yoga, or selfless service, and help foster this mentality amongst the kitchen team, inside and outside the kitchen.
- Fill in for or assist other kitchen personnel as necessary.

Safety & Cleanliness

- Maintain a highly sanitary, well-organized kitchen and work area. Cleanliness of fridge, freezer, floors, counters, and all food production areas should be a source of pride.
- Ensure the safe operation of kitchen equipment by inspecting, reporting, and correcting any safety issues.

- Dress in a safe, clean, and professional manner at all times. Must wear closed toed non-skid shoes. Fingernails must be kept short and clean, and hair must be tied up and covered by a hat or scarf.

Centre Care & Stewardship

- All staff may share responsibility for dishwashing and cleaning during high season times.
- All staff participate in work parties that provide overall care for the Centre seasonally.
- All staff are expected to invest in the Centre's general care – we prioritize providing a positive guest and community experience in the spirit of yoga.

QUALIFICATIONS

- Experience in kitchen management, with a strong understanding of contemporary vegetarian and vegan cooking.
- Relevant training / education in culinary arts and/or 3+ years of professional cooking.
- Proficiency in menu planning and adaptation to accommodate dietary restrictions.
- Excellent leadership, communication (verbal + written), and team management skills.
- Experience cooking for groups of 20+ people.
- Strong organizational and time management abilities.
- Can work well under pressure while maintaining a calm and positive attitude.
- Comfortable within the dynamics of community living.
- Genuine interest in yoga and a commitment to vegetarian / sustainable food practices.
- Flexible in terms of scheduling, highly adaptable, able to work weekends and holidays.
- Able to lift and carry up to 18 kg (40 pounds) and navigate stairs multiple times daily.
- Must be legally able to work in Canada and enjoy living in a remote / rural setting.
- Food Safe Certification is required. Occupational First Aid certification is an asset.
- Familiarity with the principles of Ayurveda and Ayurvedic cuisine is an asset.
- Previous experience cooking at a retreat centre, ashram, or yogic community is an asset.

COMPENSATION

- Salary: \$4,800 per month + 4% vacation pay.
- Seasonal contract: February 15th to December 15th, 2025, with possible extension.
- 5 paid flex / wellness days.
- Access to weekly classes and special events hosted by the Centre.
- In accordance with Section 34 (f) of the Employment Standards Regulation (BC), this position is exempt from overtime compensation required under Section 40 of the Employment Standards Act. The base salary for this position includes compensation for all hours worked.

RESIDENTIAL POSITION AVAILABLE

We are proud to have a multi-generational residential community at The Salt Spring Centre of Yoga. As part of our commitment to fostering a harmonious environment, we offer the possibility for team members to join our community as residents for the duration of their contract. While we have limited spaces available for those looking to live here, this unique opportunity allows individuals to immerse fully in the community and activities of The Centre.

Residents in our community are asked to make a commitment to engage with others in a positive and respectful manner, to maintain a clean and sober environment with no alcohol or drugs on the property, and to adhere to the lacto-vegetarian dietary guidelines while on the premises. We believe that this shared living experience enriches both personal and collective growth, further deepening our connection with the Earth and each other, and supporting our common commitment to spiritual practice and living in alignment with yogic principles.

If you are interested in residential opportunities, please indicate this in your application. More information will be made available during the interview process for those interested.

APPLY

Please apply online at: saltspringcentre.com/about-us/employment-opportunities/

You will have an opportunity to upload your resume and cover letter.

This position is open until filled. Please get your application in as soon as possible.

Only short-listed candidates will be contacted.