

Head Cook

Up to 12-month term

Posting #PRC2026-47

Oak Bay Parks, Recreation and Culture is seeking an energetic, creative, and a versatile individual for the Head Cook position at Monterey Recreation Centre. This skilled position is responsible for planning and preparing daily menus, supervising food and beverage service staff and volunteers, maintaining cost controls as set by Parks, Recreation & Culture administration, and ensuring satisfactory services to our patrons so that such services operate in a smooth, effective manner. Our Auxiliary staff enjoy a free Staff Pass when they work one shift per week, flexibility in hours to accommodate different lifestyles, a culture that cares about work-life balance, and 14% pay on top of their hourly wage in lieu of benefits. We foster a learning environment and provide you with on-the-job training. We acknowledge and respect that the District of Oak Bay lies in the traditional territory of the ləkʷəŋən people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

RESPONSIBILITIES

- Supervises food/beverage services, including responsibility for hiring, training, scheduling, and evaluating staff and maintaining accurate supply and stock controls.
- Maintains cost controls and develops menu and pricing recommendations.
- Plans, prepares, and presents nutritional and tasty meals to meet the needs of the older population.
- Arranges all details with respect to provision of banquets and special events for up to 200 people.
- Performs all duties related to provision of food and beverages and ensures that all Liquor Control, Health, and Municipal guidelines are met.
- Works effectively and harmoniously with staff and patrons.
- Works independently and responsibly without direct supervision.
- Performs other related duties as required.

QUALIFICATIONS

- Successful completion of a recognized food and beverage training course.
- Minimum of two years experience in all areas of the restaurant industry, including high volume banquets and/or events.
- Food Safe and Serving it Right Certificates.
- Current BC Driver's License (class 5).
- Current CPR-C and OFA-Level 1 certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	Sunday-Thursday – 12:00-3:00pm (15-20hrs/week) <i>Note: Hours may vary based on operational requirements to include evenings and weekends</i>
LOCATION(S)	Monterey Recreation Centre
RATE	\$40.16-\$41.92 per hour (\$35.23-\$36.77 per hour plus \$4.93-\$5.15 per hour in lieu of benefits) – 2026 rates
STATUS	Auxiliary (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • 14% in lieu of benefits per hour. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)

Please submit applications by 4:30pm, Tuesday, June 9th, 2026 to:

Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or

Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2026-47 Head Cook

Please note that only short-listed applicants will be contacted after the closing date of the posting