Lead Cook

Key-oh Lodge Limited Partnership

Job ID
52154

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LOCATION	DATE POSTED	EXPIRY DATE
331 Hwy 16, Burns Lake, BC | British Columbia	27-11-2026	26-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 24-28	1 year to less than 2 years	Other trades certificate or diploma

Job Details

Company operating name: Key-oh Hotel, Restaurant & Pub
Business Address: 331 Hwy 16 Burns Lake, BC V0J 1E0

Join our team at the Key-oh Hotel, Restaurant & Pub, where we take pride in delivering great food, exceptional service, and a welcoming atmosphere for our guests. We are seeking an organized and motivated Lead Cook who will be responsible for overseeing daily kitchen operations during assigned shifts. This role ensures food quality, proper ordering and inventory control, cost management, kitchen cleanliness, and adherence to health and safety standards.
The Lead Cook (2 vacancies) sets the standard for professionalism, accountability, teamwork, and efficiency while supporting cooks and kitchen staff to deliver consistent service for restaurant, pub, catering, and event operations. The Lead Cook maintains a professional, respectful, and drama-free kitchen culture at all times.

Working Conditions
This is an on-site position requiring flexibility to prepare breakfast and lunch for the restaurant, dinner for the pub, and catering for special events.

Why Join Us
- Supportive and collaborative team environment
- Opportunities for professional growth within hospitality management
- Competitive compensation and staff meal discounts

Position Requirements:
- You need to have finished high-school
- Completion of a community college program in food service administration, hotel and restaurant management or related discipline, OR a minimum of three years of experience in food preparation or service are required
- Preferred: minimum three (3) years of progressively responsible commercial cooking experience in a full-service restaurant, hotel, catering or similar operation.
- Preferred: minimum 1 year supervisory or lead kitchen experience.
- Preferred: experience with inventory and ordering.
- Valid FoodSafe Certificate (required).
- Preferred: Red Seal or equivalent experience.

- Preferred: experience in hotel, restaurant, pub, or catering environment.
- Basic computer proficiency required, including email, digital ordering systems (e.g., Gordon Food Service), and familiarity with Microsoft Excel and Word.
- Strong organizational and communication skills.
- Ability to work evenings, weekends, and holidays.
- Must be legally eligible to work in Canada or able to obtain authorization to work in Canada.

Comments:
- Fast-paced, high-pressure environment.
- Exposure to heat, humidity, steam, and kitchen equipment.
- Lifting and moving supplies and food items.
- Ability to lift up to 50 lbs.
- Ability to stand and work on feet for extended periods.

Further details:
This concerns full-time job offers (at least 35 hours/week) for at least 1 year
Wage: $24 to $28/hour, depending on your experience
There are no benefits included in these job offers
The location of the job will be in Burns Lake, BC at 331 Hwy 16
The anticipated start date is 15 December 2026
References and resumés will be required
Good English language skills are required

Send inquiries, resumés and references in person or per email to devcoassistant@key-ohbusiness.ca

Job Description

Duties/Responsibilities:
Duties and responsibilities include, but are not limited to:
1. Kitchen Leadership & Shift Oversight
- Acts as shift lead with operational authority over kitchen workflow, ticket prioritization, prep assignments, and food quality standards
- Directs daily prep lists and manages service flow.
- Supervises, coordinates, schedules and assigns tasks to cooks, prep cooks, and dishwashers.
- Ensures smooth coordination between kitchen and front-of-house.
- Maintains composure and leadership in high-volume periods.
- Maintains professional kitchen culture and team standards.
- Addresses performance or conduct issues immediately and escalates to management when required.
- Establishes work schedules and procedures
- Adjusts kitchen staffing during slow periods by reassigning duties or sending staff home, with notification to management.
- Provides input to management regarding kitchen staffing requirements, scheduling needs, and labour planning.
- Leads food production for banquets, catering functions, and special events as assigned.
- May prepare and cook complete meals or individual dishes and foods
2. Ordering, Inventory & Cost Control
- Independently places food and supply orders within approved budgets and purchasing procedures.

- Monitors stock levels to prevent shortages or over-ordering.
- Ensures proper receiving, labeling, dating, and rotation (FIFO).
- Tracks high-cost items and reports variances or concerns.
- Participates in weekly and monthly inventory counts.
- Monitors daily prep levels to reduce waste.
- Tracks yield and portion control to maintain food cost targets.
- Identifies opportunities for cost control and operational efficiency.
- Communicates low inventory and purchasing needs to management.
- Assists in maintaining wage and food cost targets.
- Investigates inventory discrepancies and reports suspected theft, waste, or misuse of company property.

3. Food Quality, Systems & Menu Execution

- Ensures all food meets brand standards for quality, portion, and presentation.
- Maintains consistency in recipes and plating standards.
- Follows standardized recipe binders and updates as directed.
- Maintains accurate prep sheets and production records.
- Collaborates with the Culinary Manager in the planning, costing, preparation, and execution of catering and event menus, including recipe scaling, production scheduling, and resource coordination.
- Adjusts prep quantities based on business demand.
- Ensures safe food handling practices at all times.
- Experience using TouchBistro POS system (preferred).

4. Cleanliness & Health & Safety

- Ensures kitchen cleanliness throughout shift — not just at closing.
- Oversees sanitation of all work surfaces and equipment.
- Completes temperature logs and cleaning logs as required.
- Maintains required food storage temperatures:
- Refrigeration: 4°C (40°F)
- Freezer: -18°C (0°F)
- Hot holding: 60°C (140°F) minimum
- Reheat to 74°C (165°F)
- Takes ownership of HACCP documentation accuracy and ensures corrective actions are addressed promptly.
- Ensures knives and equipment are stored safely.
- Reports maintenance issues immediately.
- Supports WorkSafeBC compliance and internal safety standards.

5. Team Development & Accountability

- Coaches cooks and kitchen staff.
- Reinforces standards and corrects issues respectfully and promptly.
- Supports onboarding and training of new hires.
- Models strong attendance, reliability, and work ethic.
- Promotes a respectful and professional workplace culture.

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