

Job description

About Us

Le Cordon Bleu combines innovation and creativity with tradition through certificates, diplomas, and bachelor's and master's degrees, including an online degree in gastronomic tourism. Over the last century, Le Cordon Bleu has seen revolutionizing change as we have evolved from a Parisian cooking school to an international network of culinary arts and hospitality institutes. Our philosophy of achieving excellence through constant practice and refinement remains the same, even as we grow to meet the needs of the contemporary culinary and hospitality industries.

While our focus at Le Cordon Bleu is higher education, we have taken a particular interest in the public realm. We offer many fine restaurants and numerous bakeries and coffee shops under the Le Cordon Bleu trademark. In addition, we have expanded our activities to include various educational media such as culinary publications, instructional videos, TV series, cooking equipment, and more. Our privileged partnership and articulation agreements with various governments, universities, and culinary associations have allowed us to promote French Art de Vivre worldwide.

At Le Cordon Bleu Ottawa, we support our employees on their career paths and believe in promotion from within whenever possible. Candidates will be responsible for working independently and collaboratively as part of a team. Team members will also be expected and encouraged to make contributions across departments and functions. If this sounds like an environment you can thrive in, we look forward to receiving your resume.

This position, Production Kitchen Assistant, reports to the Production Kitchen Chef and Head Chef Instructor of the school. The primary responsibility of this role is to support the effective management of food supplies, which represent one of the school's largest operational resources. Through accurate inventory management, waste reduction, and efficient food preparation, the Production Kitchen Assistant contributes to operational excellence, cost control, and the satisfaction of both Chef Instructors and students.

Main role and responsibilities:

- Understand the Le Cordon Bleu curriculum and maintain the quality standards for ingredients required by Chef Instructors and students.
- Scale, portion, and prepare ingredients daily for chef demonstrations, practical classes, short courses, student events, and Signatures Restaurant.
- Adhere to the waste management process in Production Kitchen as directed by manager:
 - o Participate in waste and returned-ingredient audits to identify waste sources and support waste reduction, recycling, composting, and sustainability initiatives.
 - o Assist in identifying opportunities to partner with local organizations that collect or redistribute food surplus and food waste.
 - o Identify and communicate opportunities to improve collaboration and operational efficiency between Chef Instructors and the Production Kitchen.
- Support with the organization and reporting of monthly and quarterly inventory counts (fridges, freezers, dry goods), ensuring accuracy in value (quantities, prices)
 - o Monitor inventory levels and make recommendations to optimize stock availability while minimizing waste.
 - o Ensure product quality standards are consistently maintained.
 - o Contribute to continuous improvement initiatives that enhance operational efficiency.
 - o Ensure compliance with food safety standards, including proper handling, storage, labeling, and rotation of products.

Daily Tasks:

- Prepare ingredients for Chef demonstrations, practical classes, short courses and seminars (Cuisine, Pastry, Plant Based, Boulangerie), and Signature's Restaurant;
- Assist chef(s) in demonstration, short courses, and seminars as required;
- Guide students during their production shifts;
- Maintain key health and safety skills;
- Support other tasks as required by the Production Kitchen Chef and the Head Chef Instructor;

- Ensures the cleanliness and organization of the Production Kitchen;
- Participate, help to promote LCB Ottawa /Signatures Restaurant as required;
- Communicate regularly with Production Chef, Instructor Chefs and colleagues;
- Any other assignment given by management

Professional Competencies:

Professionalism and Integrity

- Demonstrates professionalism, integrity, confidentiality, and accountability in all interactions.
- Maintains a hands-on, flexible, and adaptable approach to work.

Organization and Administrative Skills

- Strong organizational and time-management skills with attention to detail.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.

Communication Skills

- Communicates effectively verbally and in writing.
- Presents information clearly and professionally.

Relationship Building

- Builds positive working relationships with students, colleagues, and stakeholders.

Continuous Learning

- Demonstrates commitment to ongoing professional development and continuous improvement.

Adaptability

- Thrives in a dynamic environment and responds effectively to changing priorities.
- Maintains composure under pressure and handles challenges with professionalism and diplomacy.

Qualifications

- Diploma in Culinary Arts or a related field, with 1 to 2 years of relevant industry experience.
- Demonstrated knowledge of culinary techniques, food preparation, and kitchen operations acquired through formal education and/or practical experience.
- Strong verbal, written, and presentation skills in English, with the ability to communicate effectively with students, colleagues, and stakeholders. Proficiency in French or other languages is considered an asset.
- Excellent interpersonal skills and the ability to work collaboratively in a team environment.
- Proficiency in Microsoft Office 365 applications, including Excel, Word, PowerPoint, and SharePoint.

Applications

Please send resume to HOttawa@cordonbleu.edu

We thank all candidates for their interest, however only applicants selected for an interview will be contacted.

Accommodation

Le Cordon Bleu Ottawa is an equal opportunity employer. All qualified applicants are considered without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, physical or mental handicap, or financial ability.

In accordance with the Accessibility for Ontarians with a Disabilities Act (AODA), we are committed to providing accommodation for people with disabilities in all aspects of the recruitment and selection process. If you require accommodation at any stage of the recruitment or selection process, please advise us when submitting your application. All accommodation-related information will be treated confidentially.

Salary/Compensation

Job Type: Full-time, Permanent, 30 - 40 hours per week, on-site, based on business needs.

Uniform and shoe allowance provided.

Salary: \$18.25 to \$18.50 per hour, commensurate with experience.

Start date: October 5, 2026

Benefits (for Full Time Employees working 30+ hours/week):

- Dental care and Vision care
- Extended health care
- Life insurance
- On-site parking
- Store discount

Ability to commute/relocate:

- Ottawa, ON K1N 6R4: reliably commute or plan to relocate before starting work (required)