Your Careers for Life
Ladders User Guide

Compass Group Canada
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User Guide Introduction

Careers for Life Ladders refers to job progressions within your career at Compass Group Canada. No matter where you are in your career and no matter what your career aspirations may be, there is a Careers for Life Ladder for you.

The following pages provide some samples of Careers for Life Ladders from within Compass Group Canada. After reviewing the sample ladders, you will be able to decide what you want your Careers for Life Ladder to be. Please note there may be other positions available as these are only samples. Check with your manager. Also, some positions or sectors may not exist in your province as Compass Group offers opportunities across Canada.

We want you to make the most of your abilities by planning your career. This user guide is designed to help you create your Careers for Life Ladder and to develop your PDP: Personal Development Plan.
Career Definitions

In order to help you gain a better understanding of different positions, we have chosen some sample careers and listed details on main responsibilities.

**Culinary Careers**

**Cook/Management Trainee** is an exciting, entry level opportunity to learn about the multiple facets of our business and to experience the food service production activities in the kitchen.

**Sous Chef** is the Chef’s ‘right hand’ of the kitchen operation. Sous chefs lead food production and food ordering and provide cooking instruction to kitchen staff.

**Chef** is accountable for all phases of food preparation, menu planning and some basic operations planning and expenditures in a small to medium size facility.

**Executive Chef** manages the kitchen of a large facility and leads menu planning, portion control, inventory management, quality standards and associate training.

**Chef Manager** leads day to day food operations at a unit, including operations planning and expenditures, sales revenue generation, budgeting, costing, inventory management, training and staff management.

**Regional Executive Chef** develops new and innovative culinary programs, tests new recipes, trains Chefs and Cooks in all developed programs.

**Corporate Executive Chef** is accountable for the overall success of culinary operations within the company. Corporate Executive Chefs strategically develop and implement all culinary programs.

**Operations Management Careers**

**Supervisor/Management Trainee** is an exciting, entry level opportunity to learn about and experience the multiple facets of our business and retail food service operations.

**Food Service Manager** trains, manages staff scheduling and supervises associates. FSMs track and report on inventories, food costs and labour costs.

**Food Service Director** manages all phases of operation planning and expenditures, budgeting, costing and sales reporting. FSDs are accountable for menu planning, marketing, staffing, scheduling and building strong relationships with clients and customers.

**General Manager** manages all business activity of multiple units and ensures that activities are completed safely and efficiently and are aligned with organizational goals.

**District Manager** through leadership and coaching, drives the effective management and profitability of the district, maximizes the district’s revenue growth and promotes, monitors and achieves strong company performance.

**Regional Director** provides leadership, direction and support to multi-unit management teams to achieve financial and operational goals in a specific region.

**Regional Vice President** sets standards and communicates goals, expectations and objectives to operations within a specific region. Regional VP’s drive increases in regional/divisional revenue and profit.

**Corporate Careers**

**Marketing Manager** implements corporate programs, conducts ongoing training and provides support to ensure that execution meets program. Marketing Managers provide ongoing unit support and assist with creative merchandising, including food displays, presentation and use of signage and label presentation.

**Brand Manager** develops, implements and supports the programs, policies and procedures of internal and external brands.

**Procurement Manager** implements category procurement strategies, executes supplier and product rationalization programs and negotiates to procure top programs and products.

**Regional Sales Director** sources and follows up on sales leads, establishes and maintains strong relationships with clients, works with operations to increase sales, prepares proposals, responds to requests for proposal, closes sales deals and grows the business.

**Human Resources Professionals** provide services and support for associates including training, labour relations, recruiting, compensation and benefits, information on policies and procedures and much more.
Sample Careers for Life Ladders:

**Unit Level Management**
- General Manager
- Unit Manager / Food Service Director
- Assistant Manager
- Catering Manager
- Line Supervisor

**Middle / Multi-Unit Level Management**
- Regional Director
- District Manager
- General Manager
- Unit Manager / Food Service Director

**Senior Level Management**
- Sector President
- Vice President - Operations
- Regional Vice President
- Regional Director

**Support Function Management**
- Vice President
- Director / Department Head
- Manager
- Supervisor
- Associate

**Unit Level Culinary**
- Executive Chef Manager
- Chef
- Sous Chef
- Line Cook
- Prep Cook
- General Help

**Above Unit Level Culinary**
- Corporate Executive Chef
- Corporate Chef, Culinary Development
- Sector Chef
- Regional Chef
- Executive Chef Manager
Sample Careers for Life Ladders: Operation & Support Function

Leisure Services
- Vice President
- Regional Director
- District Manager
- General Manager (of Suites, Sales or Concessions)
- Supervisor of Bar or Club
- Hourly Manager
- Hourly Supervisor

Crothall Facilities Management
- Regional Vice President
- Regional Director
- District Manager
- General Manager
- Facilities Management Manager
- Supervisor
- Associate

Chartwells - K-12
- Regional Vice President
- Regional Director
- District Manager
- Operations Manager
- Hub Supervisor
- Unit Supervisor
- Associate

Chartwells – College/University
- Regional Vice President
- Regional Director
- District Manager
- General Manager
- Food Service Director
- Unit Manager
- Assistant Supervisor
- Associate
Sample Careers for Life Ladders: Operation & Support Function

**Business & Industry**
- Regional Vice President
- Regional Director
- District Manager
- General Manager
- Operations Manager
- Unit Manager
- Catering Manager
- Assistant Manager
- Supervisor

**Morrison Retail**
- Regional Vice President
- Regional Director
- District Manager
- General Manager
- Operations Manager
- Unit Manager
- Catering Manager
- Assistant Manager
- Supervisor

**Morrison Long Term Care**
- Regional Vice President
- District Manager
- Manager
- Supervisor
- Cook
- Dietary Aide

**Morrison Acute/Patient Care**
- Regional Vice President
- Regional Director
- General Manager/District Manager
- Food Service Director
- Supervisor
- Hourly (sometimes hospital employees)
Determining your Careers for Life Ladder

Career growth doesn’t just happen - it must be planned. Take ownership for your own career progression by first determining your Careers for Life Ladder and then implementing a Personal Development Plan to realize it.

Careers for Life Ladders refer to job progressions within your career at Compass Group Canada. A career ladder helps you consider and plan for future career opportunities. Keep in mind that lateral opportunities may exist between sectors as well as moving to larger units.

Determining Your Careers for Life Ladder:
Think about your current position. What’s your next logical move? At Compass Group Canada, we have Careers for Life Ladders in place to help you envision where you want to go in your career - but getting there is up to you.

Start by working with your manager to customize a Careers for Life Ladder based on your personal career objectives and interests. Your Careers for Life Ladder will include all the positions from where you are now to where you want to be - these positions serve as rungs on your ladder. Once your Careers for Life Ladder has been determined, how will you move to the next rung? It starts with development.

PDP: Personal Development Plans are about planning your professional development to accomplish your Careers for Life Ladder goals. Your PDP outlines what actions you will take to enhance performance in your current position and develop your skills and competencies for your next position. Your Personal Development Plan is a living document. It is meant to change and evolve along with your career and Compass Group Canada’s business needs.
# My Careers for Life Ladder Worksheet

<table>
<thead>
<tr>
<th>End Goal Position:</th>
<th>________________________________</th>
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<tbody>
<tr>
<td>What are the required competencies and learning opportunities?</td>
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<table>
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<th>Next Desired Position:</th>
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<td>What are the required competencies and learning opportunities?</td>
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<td>What are the required competencies and learning opportunities?</td>
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<th>Next Desired Position:</th>
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<tbody>
<tr>
<td>What are the required competencies and learning opportunities?</td>
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<table>
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<tr>
<th>Current Position:</th>
<th>________________________________</th>
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<tbody>
<tr>
<td>What are the required competencies and learning opportunities?</td>
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</tbody>
</table>

Name: ________________________________
# PDP: PERSONAL DEVELOPMENT PLAN

This PDP is your written commitment identifying what actions you will take to enhance performance in your current position and to develop skills and competencies necessary for future career growth.

## ASSOCIATE INFORMATION

<table>
<thead>
<tr>
<th>Associate Name</th>
<th>Manager Name</th>
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<tbody>
<tr>
<td>Associate Title</td>
<td>Manager Title</td>
</tr>
<tr>
<td>Role/Location</td>
<td>Sector/Function</td>
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</tbody>
</table>

## CURRENT PERFORMANCE RATING:

[ ] PERFORMANCE IMPROVEMENT: to improve performance in current role.

[ ] PERFORMANCE ENHANCEMENT: to grow in current role.

[ ] CAREER DEVELOPMENT: to acquire new skills in preparation for advancement.

## ACTION ITEM

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<th>START DATE</th>
<th>END DATE</th>
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### EXPECTED OUTCOMES

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<th>EXPECTED OUTCOMES</th>
<th>MEASUREMENT</th>
<th>STATUS</th>
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</table>

### COMMENTS FROM UPDATE MEETINGS

### SIGNATURES

<table>
<thead>
<tr>
<th>Associate</th>
<th>Manager</th>
<th>Second level Manager</th>
</tr>
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<tbody>
<tr>
<td>Date</td>
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<td>Date</td>
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