

POSITION DESCRIPTION

POSITION: Club Chef (USG 6/7)

DEPARTMENT: UW Food Services

REPORTS TO: Area Manager

DATE: October 2001

1. POSITION SUMMARY

As a member of the University Club management team, the incumbent will have responsibility and authority for all aspects kitchen operation, food production, staffing and scheduling, purchasing, and menu design.

The Club Chef will direct the work of food production personnel and all staff responsible for kitchen cleanliness and warewashing.

The Club Chef will receive culinary support and direction from the Senior Chef.

The Area Manager reports to the Director, UW Food Services.

Also reporting to the Area Manager are the Catering Manager, Unit Manager(s), and other supervisory personnel.

2. RESPONSIBILITIES AND ACCOUNTABILITIES

Select, train, and motivate food preparation and cleaning staff.

Schedules staff and oversee their production to ensure adequate coverage of the kitchen while maintaining the target labour cost and food cost.

Recommends menu selection for the regular menu, catering menu and special events. Meets with catering clients to discuss menus and event planning.

Participates in budget development for the University Club.

Purchases food and related supplies from approved suppliers, consistent with University procedures and Departmental guidelines. Approves invoices for payment before submission to the UW Food Service office.

Conducts regular inventory counts and valuations.

Ensures compliance with all health and safety and sanitation standards.

Other duties as assigned.

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3. QUALIFICATIONS

Several years experience as a Chef or Sous Chef in a fine dining, club, catering, or hotel facility with well developed skills in the leadership of a culinary team.

Demonstrated skills in menu development, food cost control and the supervision of a small work group is required. An Ontario Certificate of Qualification, Cook (Red Seal) or equivalent is strongly recommended.

Completion of a recognized Food Handler/Sanitation program is required.

Excellent organizational, communication and interpersonal skills are mandatory.

The ability and willingness to work a varied schedule, including days, evenings, weekends and long shifts.

Able to respond effectively and calmly to emergencies.

Proficient in the use of common software packages (Word, Excel, Netscape, and Eudora).