

## Job Description

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<b>Job Title:</b>	Assistant Club Chef
<b>Department:</b>	Food Services
<b>Reports To:</b>	Chef, University Club
<b>Jobs Reporting:</b>	Casual Part-time
<b>Salary Grade:</b>	4-5
<b>Effective Date:</b>	May 25, 2018

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### **Primary Purpose**

Assist in the day-to-day operation of a commercial kitchen, ensuring the highest standards of food quality, preparation and production, in addition to sanitation, health and safety, and customer satisfaction.

### **Key Accountabilities**

#### **Assist in the day-to-day kitchen operation:**

- Plan and manage food production in accordance with the daily menu using recognized preparation procedures.
- Demonstrate display cooking techniques using skill and creativity in the preparation and presentation of food.
- Ensure proper turnover of food and materials minimizing waste and spoilage.
- Oversee the work of, and provide direction to applicable kitchen staff.
- Order products and supplies from approved suppliers, consistent with University procedures and Departmental guidelines. Ensure invoices are reconciled with products received.
- Assist with the monthly inventory counts and valuations process.
- Comply with all relevant legislations and guidelines including but not limited to Occupational Health and Safety, Employment Standards, University Policies and Procedures.
- May be required to mentor and train culinary apprentices.
- Assist with recruitment activities and training of applicable staff.

#### **Ensure the safe preparation and handling of food and uphold health and safety standards:**

- Ensure Public Health / Steritech standards for sanitation and food safety are met.
- Represent a clean, professional image for the public and maintain exemplary personal hygiene.
- Maintain a clean, hygienic and organized work space,

#### **Financial accountabilities:**

- Assist in managing food costs and applicable labour costs, ensuring production and serving controls as per budget targets.
- Make recommendations on the pricing of products and menus. May be required to provide cost analysis where needed.

#### **Contribute to the delivery of a positive customer experience:**

- Assist with themed events to increase customer participation and engagement.
- Actively participate in relevant departmental and other related committees.
- Assist in the development of new fresh and healthy menus, including specialized menus, which meet or exceed quality standards.
- May participate in cooking and teaching demonstrations for staff and students to promote UW Food Services' programs, menus and products.

#### **Other duties as assigned:**

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- Participate in training and development opportunities to keep industry knowledge current and remain aware of emerging trends.
- May participate in the planning, management and execution of special projects, unit renovations and the introduction of new programs.
- Coverage for other chefs during short-term absences.
- Participate in sustainability initiatives.

### Required Qualifications

#### **Education**

- Education: Red Seal Certified.
- Advanced knowledge of Food Safety.
- Smart Serve certified is considered an asset.

#### **Experience**

- Three years as a chef de partie (station chef) in a full service culinary environment (fine dining restaurant or hotel).
- Proven ability to create fresh and exciting menus, focusing on local and healthy food choices, in an attention-grabbing and appetite-inspiring manner.
- Experience applying strict health and safety standards both with food production and workplace safety.
- Demonstrated experience with supervising and coaching.
- Strong organizational skills with the ability to perform under pressure and meet strict deadlines.
- Demonstrated ability to promote and manage a positive customer experience including providing exceptional customer service.

#### **Knowledge/Skills/Abilities**

- Possess excellent customer service skills with a high degree of professionalism and courtesy.
- Demonstrated ability to take initiative and work independently and in a team setting.
- Excellent communication (written and verbal), organizational and interpersonal skills are required.
- Demonstrated knowledge and skills in financial analysis, costing and inventory control procedures.
- Proven ability to create fresh and exciting menus, focusing on local and healthy food choices

### Nature and Scope

- **Contacts:** : Internally communicates with members of the University community to deal with, influence and motivate others. Externally interacts with customers, suppliers, vendors. Demonstrate sound judgment, tact, professionalism and objectivity when dealing with concerns and issues that arise.
- **Level of Responsibility:** Assists with a distinct back-of-the-house operation within the department.
- **Decision-Making Authority:** Makes timely and diverse decisions based on general guidelines and directives. Requires flexibility in decision-making, responding to changing priorities and competing demands.
- **Physical and Sensory Demands:** Fast-paced kitchen setting with extensive hands-on activities and requires moderate exertion of physical effort.
- **Working Environment:** Team environment in a kitchen based setting. Required to maintain a flexible schedule to facilitate daily operations and events, which may include work rotation through day, evening and weekends.