JOB POSTING

KITCHEN SUPERVISOR & HEAD COOK

**Position Hours:** (20 hours per week, 30 -35 per week when grad house is open)

**Salary:** $22.06 per hour prior to restaurant re-open then, $21.06 per hour plus tips

**Start date:** December 2017 – February 28th, 2018 (term replacement with potential to become permanent)

**Benefits:** Available if term becomes permanent

**Positions Available:** 1 (full time, Monday to Friday, occasionally weekends) term position

**Application Procedure:** Email attention: Mr. Mike Ronning, GSS Food and Beverage Manager at: gradhse@uvic.ca, Include in your application: Cover Letter and Resume

**Deadline for application:** **November 21, 2017 4:30pm**

**Job Environment:**

The Grad House restaurant is a unionized social enterprise owned and operated by the University of Victoria Graduate Students’ Society. We provide a collegial environment for our graduate student members, as well as the broader UVIC community, where they can enjoy a seasonal “gastro-pub” menu featuring whole food that are sourced as close to home as seasonally and economically possible to ensure freshness and support to British Columbian producers. Whenever possible we support local suppliers and artisans.

**Job Description:**

This is a leadership position within the Grad House. The primary objective of kitchen supervisor/head cook is to work with the food and beverage manager to establish the maximum operational efficiency and food quality of the restaurant. Her/his/per foremost responsibility is to ensure that all food products are of the highest quality obtainable. She/he/per must set an example to other employees through their work habits and mannerisms. This role prepares and cooks meals and specialty foods. The kitchen supervisor/head cook must possess the same goals and desires as that of the Food and Beverage manager: primarily a total dedication to serve our members wholesome quality food at the affordable cost. The Kitchen Supervisor will work with shift serving Supervisor to maximize customer satisfaction and the restaurants success. This position within the Grad House is a unionized position and requires 25% of their time in the office and 75% of their time in the kitchen. This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Additional Application Information**

This role is in unique position, we’ve been closed for a seven month long renovation and you will help us reopen the restaurant and café post renovation.

The GSS thanks all candidates for their interest. However, only candidates offered an interview will be contacted. To learn more about the Grad House Restaurant, please see http://gss.uvic.ca/the-grad-house
DUTIES AND RESPONSIBILITIES

Supervision and Training
- Provides day-to-day kitchen supervision and is responsible kitchen employee training and progress evaluation
- Assists in hiring, scheduling of food and beverage employees, finding replacements for absent employees and assisting during busy periods where needed.
- Provides advice to the food and beverage manager regarding discipline to all food and beverage employees as per the Collective Agreement.
- Ensures Kitchen staff are aware of all operational and policy changes tracks

Administraton
- Development and review recipes on a regular basis for the Grad House menu
- Maintain accurate ingredient lists
- Order all food required for food service and catering functions
- Control food cost, portions, inventory and waste
- Assists with annual inventory counts, controls and record keeping in Food and Beverage Services
- Assists the food and beverage manager with day to day financial and administrative tasks relating to Food Service operations.
- Assists in the development and implementation of the annual operating budget.

Customer Service
- Communicates with the Food and Beverage Manager about any food services problems or other noteworthy points.

Occupational health and safety, cleaning and upkeep
- Ensures all food preparation is of the highest quality and prepared in a safe, healthy, consistent, and attractive manner
- Ensures that all Health standards, WCB standards, Criminal Code, municipal by-law regulations and fire regulations are adhered to at all times.
- Ensures all equipment is maintained and in good working order.

QUALIFICATIONS & SKILLS

Qualifications
- College training from a recognized culinary institute, or equivalent cooking and production experience and Food Safe Level 1 and 2
- Basic math skills, experience using computer word processing and Excel spreadsheets
- Knowledge of kitchen training techniques
- Understanding of proper use and maintenance of major kitchen equipment, including stoves, refrigeration, slicers, knives and dish machine
- Commitment to a high standard of customer service and food quality
- A minimum of 5 years working in progress roles related to food preparation position

Skills/Aptitude
- Interest in cooking for diverse dietary requirements
- A creative flair when designing and presented menu items
- Professional communications skills, oral and written
- Actively leads, supervises, and motivates employees
- Ability to work in a high-energy and demanding environment
- Effective problem solver
- Able to take directions