



Job Description

Cook

Reports To: Manager, Culinary Operations

Mission: *To create an environment that inspires a passion for student success.*

Desired Results of the Position:

- A professional and reliable culinary service that serves the Algonquin Students' Association community
- An engaged staff member that inspires all staff to deliver excellent work

Nature and Scope:

The Cook, under the direction of the Manager, Culinary Operations will provide excellent food service. They will prepare ingredients, preparations, and products that enable the Observatory, Wolves Den, and Students' Association Catering to succeed. A Cook will build effective relationships, provide the highest commitment to quality, and help build customer loyalty. They will act as the part-time staff team in the kitchen follow detailed instructions and ensure that all recipes, preparations, and products meet the Hospitality Department's specifications and commitment to quality.

Job Duties:

- Work with the Manager, Culinary Operations and set a positive example for fellow staff.
- Reinforce a positive work environment that produces a high level of satisfaction among all customers, staff, fellow employees, and clients.
- Follow proper recipe and presentation standards for each menu item.
- Execute all aspects of daily back of house operations are completed to the highest quality standards and in a timely fashion.
- Help to execute catering and special orders, and work outside regular hours.
- Follow health and safety, and sanitation guidelines for all products and equipment.
- Stock, clean, and organize the back of house area as required.
- Maintain, clean, and properly store all equipment and supplies.
- Follow operational policies and procedures, ensure the safety of all the employees during each shift.
- Maintain regular and consistent attendance and punctuality.

- Know all menu items, follow proper assembly instructions for all menu items and specials.
- Record waste, breakage and damage in provided logs and reports them to the manager on duty.
- Familiar with all the first aid stations, supplies, and equipment. Report any injuries or accidents to the manager on duty immediately.
- Wear clean and proper staff attire require at all times when working.
- All other duties as assigned

Core Competencies:

- Customer Focus
- Communication
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment

Desired Skills and Qualifications:

- Experience in kitchen operations is an asset
- Enrollment in culinary education is an asset
- Ability to perform sustained physical activity for extended periods
- Willing to work non-traditional shifts
- Ability to follow recipes and preparation instructions
- Ability to perform under pressure, in a time sensitive environment
- Maintain an effective working relationship with managers, and other employees
- Food handlers Certificate (required)
- OWHSA (required)
- WHMIS (required)

Work Conditions:

- Work in a restaurant setting, with exposure to extreme temperatures
- Manual dexterity is required to use a desktop computer, tablet, knives, and other equipment
- Ability to lift 40lbs required
- High stress fast paced environment

Compensation:

- Salary: \$16.55 per hour
- Required to work 3 shifts per week, approximately 12 – 18 hours per week.
- Work week will be flexible with some weeks being more hours and some less hours
- Eligible for Back of House tip out
- 4% vacation pay per pay period

- Contract Term: September 2024 through April 2025
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Algonquin Students' Association values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. Workplace accommodations are available.

While we thank all those who apply, only those to be interviewed will be contacted. If interested, please forward cover letter and resume to: buschmn@algonquincollege.com