EMPLOYMENT OPPORTUNITY
ROC SOUS CHEF
(2 Year Contract)

The Recreation Outdoor Campus (ROC) is currently accepting applications for the position of **Sous Chef.**

The successful candidate will be required for catered events at the ROC Chalet and be responsible for ensuring that food and beverage products are fresh, appetizing and properly prepared in accordance with Health Department regulations and guidelines; ensuring proper food handling procedures to maintain high standards of quality control and hygiene; maintaining a pleasant attitude in an effort to create a positive customer experience; responding to all customer requests in a timely and professional manner; correctly operating all foodservice equipment; ensuring that kitchen work areas are kept neat, orderly and clean; preparing foods in accordance with established recipes and standards; and setting out food with garnishes in appropriate platters or containers with needed utensils to be served.

A minimum of two years food and beverage service background with catering experience; a minimum Grade 12 education or equivalent, the ability to work a flexible schedule including weekends, evenings and holidays; and First Aid/CPR Certification are required for this position. Preference will be given to candidates with supplementary post-secondary education/training in food services. This is a casual, event-driven temporary position from April 2014 to March 2016. Hourly rate: $16. For more details, please see the job description which follows.

To apply for this position, please submit your resume and cover letter, quoting **File #: 2014.29C** by May 16, 2014 to: Town of Georgina, Human Resources Office, 26557 Civic Centre Road, Keswick, ON L4P 3G1 or hrjobs@georgina.ca

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process.

Recognizing that the Town is a diverse community, we encourage applications from all qualified individuals. We thank all applicants and advise that only those candidates selected for an interview will be contacted. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection

JOB DESCRIPTION

POSITION: Sous Chef - ROC

DEPARTMENT: Operations & Engineering **DIVISION:** Parks & Facilities

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PRIMARY FUNCTION:

Assists with the operations and food production of the ROC facility during catered events.

SUPERVISION RECEIVED:

ROC Supervisor or designate.

DIRECTION EXERCISED:

Catering staff

WORKING PROCEDURES:

Assists with opening and closing the kitchen;

Ensures that food and beverage products are fresh, appetizing and properly prepared in accordance with Health Department regulations and guidelines;

Ensures proper food handling procedures to maintain high standards of quality control and hygiene;

Maintains a pleasant attitude in an effort to create a positive customer experience and responds to all customer requests in a timely and professional manner;

Correctly operates all foodservice equipment and performs visual inspections as required;

Assists or performs cleaning of kitchen and equipment and trash removal and ensures that kitchen work areas are kept neat, orderly and clean;

Immediately reports all deficiencies and potentially hazardous conditions.

Prepares foods in accordance with established recipes and standards

Set out food in appropriate platters or containers with needed utensils to be served, and garnishes

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

High school diploma or equivalent;

Knowledge of food service techniques and cost controls

Minimum two years food and beverage service background, preferably in a supervisory role;

Previous catering experience;

CPR/First Aid; WHMIS trained;

Excellent leadership skills;

Responsible, courteous, good communication skills;

Good customer service skills to deal effectively with guests;

Must be available to work flexible hours including evenings and weekends;