

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITY SERVICES DEPARTMENT (RECREATION DIVISION – LOCATION – KING’S FOREST GOLF COURSE)

CHIEF COOK - SPORT SERVICES

SUMMARY OF DUTIES

Reporting to the Manager, Sport Services, the Chief Cook – Sport Services will be responsible for providing high quality food and beverage services related to sport activities and sport related special events in accordance with Provincial and local standards and within budgetary guidelines.

GENERAL DUTIES

Assists in the preparation of menus for daily operations and special activities and functions within the Division primarily focused on sport activities.

Prepares and cooks food for daily operations and special activities and functions at Kings Forest Course as a home base.

Participates in the hiring and training of food and beverage staff for Sport Services. Responsible for the development and control of an inventory system with costs of goods sold reported on a quarterly basis.

Participates in the development of off premises catering policies and menus. Plans, organizes and supervises food preparation.

Meets with customers as required to discuss menu and special arrangements concerning special activities and catered functions.

Assists in the supervision, orientation, training, co-ordination and assignment of tasks to part-time Cooks and part-time Servers.

Monitors food supplies and informs management of inventory requirements. Provides statistics and information for budget preparation.

Maintains and updates records with respect to menus and costing. Locks and unlocks storage areas, refrigeration and freezers.

Maintains and cleans kitchen and food services working areas.

Ensures that the kitchen operations comply with all applicable statutes and regulations including but not limited to the Health Protection and Promotion Act and the Food Premises Regulations, City of Hamilton Health By-laws and Occupational Health and Safety Act.

Ensures that staff perform duties in accordance with established policies and procedures to ensure quality food service and a safe work environment.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.

Ensures that all employees perform work in accordance with applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Previous cooking experience normally acquired through a combination of food services courses and relevant work experience.
2. Previous experience in food preparation, catering and baking is essential.
3. Knowledge of Health Protection and Promotion Act as it relates to Provincial Food Premises Regulations, Liquor Licence Laws, City of Hamilton Health By-Law and Occupational Health and Safety Act.
4. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
5. Good interpersonal and communication skills.
6. Must be flexible in working schedule and independently in a team setting.
7. Must have Food Handlers certificate.
8. Smart Serve certificate with experience with alcohol sales related experience is preferred.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
