

CITY OF HAMILTON

LAST REVISION – MAY 2022

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(RECREATION DIVISION – SPORT SERVICES - LOCATION – KING’S FOREST GOLF COURSE)

CHIEF COOK

SUMMARY OF DUTIES

Reporting to the Supervisor, Golf Operations. Responsible for organizing the preparation of food and beverage requirements for daily operations, special events and catered functions. Provides all directions and training for the kitchen staff. Opens and closes kitchen as required. Organizes and prepares menus and food items on a daily basis as directed by management. Cleans and maintains kitchen and surrounding area as required.

GENERAL DUTIES

Responsible for the preparation and cooking of all food requirements for daily operations, special events and activities under the guidance of -management.

Provide input to management on banquet and menu organization.

Responsible for staffing kitchen personnel and advise to management.

Responsible for recipe development and costing to daily menu and special events and banquets.

Must be present for all special events and banquets.

Record and complete all wastage and shrinkage reports and maintains par stock levels.

Responsible for ordering all kitchen supplies.

Maintain high levels of sanitation management according to internal policies and as by the Health Departments and the Food Sanitation Act 589.

Operate electronic cash register and cash and debit card equipment and operate point of sale systems (POS) as required.

Ensure that kitchen operations comply with all applicable federal and provincial statutes and regulations, including, but not limited to, The Health Protection and Promotion Act, and the Food Premises Regulations Act 589 thereunder, City of Hamilton Health By-law and The Occupational Health and Safety Act.

Responsible to set and disengage all security systems as required.

Perform other related duties as directed.

QUALIFICATIONS

1. Possesses knowledge of preparation, safety and sanitation in food handling and equipment use, normally acquired through post-secondary education and/or vocational/technical training or through a combination of education and relevant previous work experience.
2. Must possess already or be able to obtain Food Handlers Certificate within 30 days of employment. Preference will be given to applicants currently possessing Food Handler Certificate.

3. Previous experience and skill in preparing food and beverage requirements for daily food operation, special functions and catered events.
4. Demonstrated experience in large volume cooking and preparing for banquets. Previous experience in a lead cook or similar type position preferred.
5. Possess ability to maintain kitchen and preparation area in accordance with Departmental Policies and Procedures, Food Services Operational Manual, Food Premises and Regulation Act 589 and all City Of Hamilton Occupational Health and safety requirements.
6. Demonstrated ability to deal with customer requests for service and assistance and respond promptly to customer needs.
7. Must be a self-motivated, self-directed worker who requires minimal supervision with the ability to multi-task duties and work under pressure.
8. Current certification in "Standard" First Aid/CPR as issued by a training agency recognized by the Workplace Safety Insurance Board is considered an asset.
9. High Five training would be considered an asset.

SALARY:

Salary Grade 1K

\$ per hour

HOURS:

0 - 24 per week

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain, satisfactory to the City of Hamilton, a Criminal Record & Judicial Matters Check, at their own expense, prior to beginning work in this position.

NOTE 2:

These are seasonal positions for the duration of the golf season, approximately eight to nine months.

NOTE 3:

These positions are required to work various shifts including early morning, late evening, weekday and weekend shifts. Applicants must be available for all of these shifts.

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