

## CITY OF HAMILTON

### COMMUNITY SERVICES DEPARTMENT RECREATION DIVISION – LOCATION – SACKVILLE HILL SENIOR CENTRE

#### SHORT ORDER COOK – CUPE 5167

The Community Services Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

#### SUMMARY OF DUTIES

Reporting to the Food Services Supervisor. Responsible for preparation of food and beverage requirements for daily operations, special events and catered functions as directed by the Chief Cook at Sackville Hill Senior Centre. Opens and closes kitchen as required. Organizes and prepares menus and food items on a daily basis as directed by the Chief Cook. 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 the Chief Cook.

Receive food orders from customers and prepare according to specifications.

Ensure all incoming supplies coincide with order and packing slips when receiving is necessary and ensure proper inventory records are maintained.

Communicate inquiries related to kitchen and food services operations to the Chief Cook or the Food Services Supervisor

Prepare plates and platters by arranging food according to appropriate portions and visual display.

Clean food preparation and cooking areas as required by washing, wiping and sanitizing equipment and food preparation areas.

Assist customers as required.

Record and complete all wastage reports at end of shift.

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 Point of sale (POS) where required.

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

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

**QUALIFICATIONS**

1. Previous knowledge and skill in preparing food and beverage requirements for daily food operation, special functions and catered events.
2. Demonstrated progressive experience in a commercial food service kitchen.
3. Must possess or be able to obtain Food Handlers Certificate as offered by the Public Health Department within 30 days of employment.
4. Demonstrated ability to deal with customer requests for service and assistance and respond promptly to customer needs.
5. 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. Experience in the use of all major restaurant equipment
7. First Aid Certification would be an asset