

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT CORPORATE ASSETS & STRATEGIC PLANNING DIVISION - LOCATION - CHEDOKE GOLF COURSE

#### CHIEF COOK – GOLF COURSES

##### SUMMARY OF DUTIES

Reporting to the Food Services Supervisor, Golf. 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 the supervisor. 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 Food Services Supervisor, Golf.

Liaise with Food & Beverage Coordinator in banquet and menu organization.

Responsible for staffing kitchen personnel and advise Food Services Supervisor, Golf.

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).

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. Previous kitchen experience related to duties listed above.
2. Demonstrated extensive experience in volume cooking and preparing for banquets.
3. Demonstrated ability to deal with customer requests for service and assistance and respond promptly to customer needs.
4. Previous knowledge and skill in preparing food and beverage requirements for daily food operation, special functions and catered events..

5. Must possess or complete within 60 days Certified Food Handlers Course as required by The Health Department.
6. Demonstrated ability to deal with customer requests for service and assistance and respond promptly to customer needs.
7. First Aid Certification/CPR would be considered an asset.
8. 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.
9. Demonstrated experience at being in charge of other staff and a busy kitchen.