

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Kitchen Crew Member
<b>SALARY RANGE:</b>	\$11.40 per hour
<b>REPORTS TO:</b>	Wilf's Kitchen Manager
<b>EDUCATION:</b>	Ontario Secondary School Diploma, currently enrolled in a post-secondary institution and Safe Food Handler Certification
<b>TECHNICAL:</b>	Knowledge of, and experience with, kitchen equipment necessary

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## **SUMMARY:**

The Hospitality Services department oversees all hospitality operations of the Wilfrid Laurier University Students' Union on the Waterloo and Brantford campuses. Our operations consist of Wilf's Restaurant & Bar and The Turret on the Waterloo campus, and Williams Fresh Café and Golden Grounds Coffee Pub on the Brantford campus. Along with the daily aspects of a restaurant and nightclub/bar operations, a variety of catering and special events are held within the establishments. Reporting to the Hospitality Services Management Team - consisting of the Director, Hospitality Services, Business Manager, Wilf's Kitchen Manager, Wilf's Kitchen and Catering Assistant Manager, Guest Services Manager and the Hospitality Assistant Managers – the Kitchen Crew Member will be focused on the daily kitchen operations within our business establishments on the Waterloo campus. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management skills.

## **SPECIFIC RESPONSIBILITIES:**

Recognizing that the Kitchen Crew encompasses a broad and wide variety of roles and responsibilities, it is important to note that not all functions are contained within this definition, and the position itself should be ever changing and adaptive to best meet the needs of the Students' Union. Specific roles and responsibilities allocated to the position include, but are not limited to, the following:

- Operate in accordance to the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Remain knowledgeable of all applicable departmental and human resources policies and procedures of the Students' Union, as required;
- Ensure the delivery of exceptional guest service through maintaining high product quality and a professional atmosphere in Wilf's Restaurant & Bar, Turret Nightclub, as well as during catering events;
- Remain certified and up-to-date in training for Safe Food Handler, uphold and enforce all health regulations pertaining to the storage, preparation, and delivery of food and beverage products;
- Work as a cohesive team member together with the rest of the Students' Union hospitality team;
- Assist in keeping the kitchen clean, hygienic, and tidy at all times;

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- Work safely around kitchen equipment and report any maintenance issues to a manager immediately;
- Prepare menu items, such as but not limited to, salads, sandwiches, entrees, pizza, appetizers and desserts;
- Assist with caterings through room set-up, meal preparation, serving, take-down and clean-up;
- Assist with product deliveries, ensure all items on the order list are present and accounted for, and put away all items in their designated storage locations while abiding by proper item rotation, first-in first-out (FIFO);
- Perform cleaning tasks, such as but not limited to, washing dishes, sweeping, mopping, cleaning kitchen equipment, kitchen shelves and walls;
- Remove garbage, recycling and kitchen food waste from the kitchen and other restaurant or catering areas as needed, and properly place in designated containers outside the building;
- Ensure daily prep levels and all other duties assigned are completed prior to the end of shift;
- Continually seek opportunities to go above and beyond in providing a great guest experience; and
- And other duties as assigned by the Wilf's Hospitality Management Team.

## **WORKING CONDITIONS & TIME COMMITMENT:**

- Part-time position, with an expectation to work 10-20hrs a week;
- Traditional hours of operation for both Wilf's Restaurant & Bar and The Turret are 11:00am to 2:00am, 7 days a week, therefore evening and weekend work hours are to be expected;
- Due to the nature of the hospitality services industry, it should be noted that hours may vary, often being irregular, and may be modified at any time by the Director, Hospitality Services; and
- Work will mainly be completed standing and moving around the establishment. As well, the following physical activities are required as a major job function within this position:
  - Walking and standing as a major job function;
  - Carry and transport objects of various sizes up to a maximum of 25 lbs;
  - Pushing or pulling contents that weigh a maximum of 75 lbs; and
  - Stretching, reaching, bending, stooping, crouching and/or kneeling for short periods of time.

## **COMMITTEE MEMBERSHIP:**

- None at this time