

POSITION DESCRIPTION

POSITION TITLE:	Kitchen Crew Member
SALARY RANGE:	\$14.35 per hour (general minimum wage)
REPORTS TO:	Hospitality Services Management Team
EDUCATION:	Ontario Secondary School Diploma, currently enrolled in a post-secondary institution
TECHNICAL:	Safe Food Handlers certification and experience within a kitchen necessary

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 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, as Kitchen Crew Member you will be focused on the daily kitchen operations within our business establishments on the Waterloo campus. In order to fulfill the aforementioned duties, you 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 Member 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, The Turret, 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;
- Assist in keeping the kitchen clean, hygienic, and tidy at all times;
- Work safely, following all safe work procedures and using proper personal protective equipment around kitchen equipment and report any maintenance issues to a manager immediately;

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- 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;
- Complete assigned side duties according to proper produce and standard; and
- Any other duties as assigned by the Wilf's Hospitality Management Team.

WORKING CONDITIONS & TIME COMMITMENT:

- Part-time, contract position, with an expectation to work a minimum of 15-25hrs 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 50 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.