

POSITION DESCRIPTION

POSITION TITLE:	Kitchen Lead Hand Waterloo
JOB TYPE:	Full-time, 8 month contract
SALARY RANGE:	Starting at \$32,250 per annum
REPORTS TO:	Kitchen Manager Waterloo
EDUCATION:	Minimum 3 years work experience
TECHNICAL:	Prior knowledge of, and experience working within kitchens necessary
CERTIFICATION:	Advanced Food Safety, Occupational Health & Safety, First Aid and CPR

SUMMARY:

The Kitchen Lead Hand Waterloo is a senior leader who supports the Kitchen Manager Waterloo in developing and executing the comprehensive operational and administrative portfolio of the kitchen within the Hospitality Services department for the Students' Union. The Kitchen Lead Hand Waterloo will help to create and maintain a student focused food program, and uphold sector wide best practices through aiding in the development of short- and long-term strategies. 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.

JOB SPECIFIC DUTIES:

The specific functions of the Kitchen Lead Hand Waterloo encompass a wide variety of roles and responsibilities. It is important to note that not all functions and duties are contained within this definition, and the position itself will be ever changing and adaptive. Nevertheless, 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;
- Assist in the development of goals and objectives for both the short- and long-term as it pertains to Hospitality Services department;
- Support the Kitchen Manager Waterloo in achieving the goals and requirements of food services within the Hospitality Services department;
- Maintain compliance with Students' Union policies, procedures, risk management, food safety, and legal requirements;
- Remain up-to-date with industry trends within similar environments to ensure best practices are upheld;
- Maintain a professional working relationship with student executive, operations group and the Students' Union full-time staff;
- Develop and maintain relationships with internal and external partners to support student experience related strategies and functions as it pertains to food service;
- Develop and maintain relationships with the external vendors to maximize food service potential within the Hospitality Services department;

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- Liaise with all pertinent external inspection agencies;
- Assist in, and provide support surrounding the strategic direction of the Hospitality Services department;
- Support the development of annual budgets within the Hospitality Services department;
- Maintain standards for food quality and delivery;
- Manage labour costs for both the full- and part-time back-of-house staff through management of staff, to ensure they align with budgetary constraints;
- Maintain food costs that align with organization budgetary guidelines and constraints through the completion of food inventory systems;
- When the Kitchen Manager Waterloo is off, order products and linens, and manage rental equipment contracts, as required;
- Ensure invoices pertaining to back-of-house expenses, including catering, are processed accurately and input into the database in accordance with the Finance and Hospitality departments' procedures;
- When the Kitchen Manager Waterloo is off, fill out and manage the Daily Task Board;
- Develop and maintain innovative menu options and costing for the Hospitality Services department, including, but not limited to the Wilf's menu, Wilf's feature menu and catering menus;
- Remain focused on a local approach to food and menu items, where possible;
- Assist on line, expo and catering execution where necessary;
- Assist in the development, maintenance and execution of training for the hospitality staff;
- Assist in the development and maintenance of food control communication systems, including, but not limited to, waste logs, outage reports, and prep lists;
- Assist in the development and maintenance of food safety systems, including, but not limited to, temperature logs and dishwasher logs;
- Provide support for administrative functions of the Hospitality Services department, including, but not limited to hiring, payroll and performance evaluations;
- Support the development and maintenance of a comprehensive on-boarding program for each position of the Hospitality Services department as it pertains to back-of-house positions;
- Provide direction and support to the front-of-house staff, as needed; and
- Any other duties as assigned by the Kitchen Manager Waterloo.

WORKING CONDITIONS & TIME COMMITMENT:

- Full-time position, with the expectation to work 40hrs per week;
- Traditional hours of operation for Wilf's Restaurant & Bar and The Turret are 11:00am to 2:00am, 7 days a week;
- Due to the nature of the hospitality services industry it should be noted that hours may vary, often being irregular, working hours will reflect the busiest business periods and be mutually agreed upon with the Kitchen Manager Waterloo;

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- Evening and weekend hours are to be expected;
- The Wilfrid Laurier University Students' Union operates on both the Waterloo and Brantford campuses, however this position is a Waterloo based position; and
- Work will mainly be completed standing and moving around the establishment, or seated at a desk, using a computer. 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.

COMMITTEE MEMBERSHIP:

- Hospitality Services Management Team; and
- Any other committee as requested or appointed by the Kitchen Manager Waterloo.