



**Position Title:** Casual / On Call Food Service Worker  
**Department:** Food Services  
**Immediate Supervisor:** Manager of Food Services

### Nature and Scope

This is a multi-functional role, working in all areas of Food Services as an important member of the Kitchen team, reporting to the Manager of Food Services. This role takes a hands-on and proactive approach to all general aspects of the kitchen and front of house practices. This role can be varied and may be required to work in other areas and positions throughout the department such as 3<sup>rd</sup> Cook, Dishwasher, Receiver/ Custodian or Server. They will assist in the Dining Area and Servery to provide efficient and on-time meal service. They strive to ensure all aspects of their work are in compliance with applicable health and safety regulations by strictly adhering to all sanitary and safe food handling guidelines. Conducts self and exemplifies behaviours towards others in accordance with the School's respectful workplace culture.

### Major Responsibilities

Responsible for opening, closing and operating the various areas of Food services, including:

#### Serving Area:

- Ready the Servery for breakfast, lunch and dinner service;
- Check all equipment such as toasters, juice machines, coffee makers to make sure clean and in working order;
- Prepare all cold breakfast items such as cereals, breads, jams, yogurts and fruits;
- Prepare all condiments needed for lunch or dinner;
- Write up menu board;
- After service wipe down of all tables and chairs;
- Wipe down counters and clean all glass surfaces after services.

#### Dishwashing:

- Ready the dish wash machine for use prior to each meal;
- Set up dirty dish receiving area with garbage bins, appropriate dish racks and soaking bins for cutlery;
- Operate dishwashing machine to clean dishes for 300 - 500 people;
- Return all clean dishes and glassware to appropriate areas;
- Set up Pot Wash area to receive pots and small wares for cleaning;
- Clean food service equipment and returning to proper storage locations to ensure efficient and timely operation of the kitchen;
- Sweep and wash all floor areas in dish wash and pot wash areas;
- Organize, clean and ready the dish wash and pot wash areas for next shift.

#### Kitchen:

- Assist with facility and food preparation in the kitchen under the Cook's direction;
- Clean and otherwise prepare salad items for salad bar;
- Assist with sandwich making;
- Fill soup containers for service;
- Portion and plating desserts;



- Work on the prep list for following day;
- Clean large cooking appliances;
- In all aspects of the Casual / On Call role; must work as a team with co-workers in the Food Services Department and perform other duties as required.

#### Education / Experience:

- Grade 12 education required, with some post-secondary education preferred;
- Current certification in Food Safe and WHMIS;
- At least 3 years' experience in a similar role that requires a high level of attention to detail, and high standards of personal and environmental cleanliness, such as in a large restaurant, hotel, cleaning service or working in another institutional setting performing all aspects of a similar role.

#### Knowledge / Skills:

- Demonstrated experience and ability to multi-task, to work well under pressure and meet all deadlines;
- Good communication /listening skills, both oral and written;
- Ability to work independently and undertake all aspects of the role without daily or on-going or specific direction, and as part of a team. Must be self-motivated with the ability to deal with minor problems, extraordinary issues or variances to routine without supervisory assistance;
- Must have a level of physical fitness suitable to perform the manual tasks and physical demands of this position.

#### Working Conditions

- Work normally requires a high level of physical effort: lifting, bending, twisting, reaching, grasping, etc. occasional requirement to lift pots, pans, dishes and other items up to 50 lb.;
- Work normally requires a low to moderate level of mental effort in assessing, problem-solving, reading, organizing, and handling repetitive tasks amid distractions and interruptions;
- The Custodian portion of this role requires a moderate level of physical exertion for extended periods;
- Works in a modern kitchen and fast-paced environment that operates 7 days a week;
- Day, afternoon, and evening shifts of varying duration, including weekends, are scheduled on a regular rotational and relief basis. Occasional additional hours may be required according to operational needs;
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources. Position will remain open until filled.

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*While we thank all applicants, we will only be in contact with those applicants who are selected for interview.*