

JOB DESCRIPTION

**COOK - FOOD SERVICES**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

**FUNCTION:**

1. Responsible for the implementation, preparation, and clean up procedures for the UVSS Food Services.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Is Responsible to the Business Operations Division Manager, through the Food Services Management and/or the Supervisor on duty.

**ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

**DUTIES:**

1. Prepares and sells food service menu items.
2. Maintains adequate levels of stock in kitchen prep areas and restocks areas as required.
3. Ensures a high standard of cleanliness in the food preparation areas.
4. Responsible for notifying the appropriate Supervisor on duty of any problems or concerns related to stock levels and food spoilage.
5. Responsible for the regulation of proper food portions.
6. Adheres to and maintains Health Department standards and by-law regulations.
7. Other related duties as assigned by Food Service Management and/or the Supervisor on duty.
8. Ensures all equipment is used and maintained in a proper and safe manner.

**QUALIFICATIONS:**

1. Must be a member in a good standing of the University of Victoria Students' Society.
2. Minimum one years' experience working in a high volume pub, restaurant, or cafeteria style kitchen is required.
3. Demonstrated ability in preparation and implementation of standardized recipes.
4. Food Safe Level I certificate required and Food Safe II an asset.
5. Must be able to work independently unsupervised, and as part of a team.
6. Commitment to a high standard of customer service.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.