

## JOB DESCRIPTION

### **ASSISTANT CHEF DE PARTIE - MAIN KITCHEN**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Supervises all food service employees on shift for a particular station and participates in the preparation and selling of food products.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to and is responsible to the Business Operations Division Manager through the Food Services Manager, Sous Chefs and/or the Chef de Parties.
2. Works closely with the Food Services Manager, Sous Chefs, and Chef de Parties.

#### **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. Provides day to day supervision and training of the Food Service employees and is responsible for directing them in the daily routines.
2. Participates in the ongoing development of the daily work routines and how those routines relate to the other food service outlets.
3. Works within the parameters established by the Food Services Manager, Sous Chefs and Chef de Parties, coordinates recipe development and production routines for the daily specials offered in their area of the kitchen.
4. Ensures proper food portioning, presentation, and quality controls.
5. Facilitates consistency within the different food service areas.
6. Ensures all Health Standards, WCB standards, and fire regulations are adhered to.
7. Ensures that all policies and procedures of the Division, the Society, and the Collective Agreement are adhered to.
8. Responsible for the daily scheduling of breaks as they pertain to their area of the kitchen.
9. Assists in finding replacements for absent employees and assists when necessary during busy periods.
10. Communicates with the Food Services Manager and the Sous Chef, and relevant Food Services staff about any problems or noteworthy points.
11. Ensures all food preparation is of the highest quality and prepared in a safe, healthy consistent and attractive manner.
12. Other related duties as may be assigned by the Food Services Manager, Sous Chefs, and/or the Chef de Parties.

#### **QUALIFICATIONS:**

1. Culinary institute or T.Q. trained an asset. Minimum two years' experience in high volume food service operations: (hotel, institutional, catering, or fine dining).
2. Minimum one year experience supervising a large staff.
3. Experience in inventory control and recipe production.
4. Food Safe Level II certificate required.
5. An understanding of food preparation techniques and experience with implementation and preparation of standardized recipes is required.

This is a permanent job filled by a full-time employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.