

JOB DESCRIPTION

SOUS CHEF

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Works with the Food Services Manager in the coordination and administration of all functions of the Society's Food Services.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the Business Operations Division Manager through the Food Services Manager.
2. Works closely with the Food Services Manager and other Sous Chefs.

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 of Food Services employees and is responsible for their training and written evaluation.
2. Participates in the hiring of Food Services employees.
3. Assists with daily and monthly inventory counts, controls and record keeping in Food Services and works with the Purchasing Agent in overall Divisional inventory and record keeping.
4. Assists the Food Services Manager with day to day financial and administrative tasks.
5. Responsible for providing discipline to all Food Services employees as per the Collective Agreement.
6. Within the parameters established by the Food Services Manager, and in conjunction with the other Food Services Managers, assists in the development of the annual operating budget.
7. Ensures that all Health standards, WCB standards and fire regulations are adhered to.
8. Ensures that all policies and procedures of the Division, the Society, and the Collective Agreement are adhered to.
9. Assists in scheduling employees, finding replacements for absent employees and assisting during busy periods where needed.
10. Communicates with the Food Services Manager about any relevant food services problems or other noteworthy points.
11. Other related duties as may be assigned by the Food Services Manager.
12. Assist the Food Services Manager in the development, testing of new recipes and re-evaluating all recipes on a regular basis.
13. Ensures all food preparation is of the highest quality and prepared in a safe, healthy, consistent, and attractive manner.
14. Ensures all equipment is maintained and in good working order.

QUALIFICATIONS:

1. Chef training from a recognized culinary institute, or equivalent combination of education and experience.
2. Business Management Certification in Hospitality Industry or related degree or diploma program an asset.
3. Minimum of two years' experience in a high volume food service operation (hotel, institutional, catering, or fine dining).
4. Minimum two years' experience supervising a large staff.
5. Foodsafe Level 2 required.
6. Experience in handling large volumes of cash.
7. Experience with computer word processing, spreadsheet and database systems and Squirrel point of sales systems an asset.
8. Commitment to a high standard of customer service.
9. Good organizational skills.

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.