

JOB DESCRIPTION

ASSISTANT CHEF DE PARTIE - MAIN KITCHEN

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Assists with all aspects of running the Felicita's Main Kitchen. .

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to the Chef de Partie Main Kitchen as well as the Sous Chefs.
2. Is responsible to the General Manager through the Food Services Manager.

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. Assists in the day to day supervision and training of the Food Service employees.
2. Assist in the oversight and participates in overall food production and preparation with the Main Kitchen.
3. Participate in the ongoing development of the daily work routines and how those routines relate to the other food service outlets.
4. Assists with recipe and menu development and production needs for daily specials.
5. Ensure proper food portioning, presentation, consistency and quality controls.
6. Assists with monthly inventory counts.
7. Maintain order and cleanliness of the outlet and associated equipment.
8. Ensure all Health Standards, WCB standards, and fire regulations are adhered to.
9. Commitment to ensuring safer spaces in the workplace.
10. Assists in finding replacements for absent employees and assists when necessary during busy periods.
11. Communicate any issues or noteworthy points to the appropriate supervisor.
12. Other related duties as may be assigned.

QUALIFICATIONS:

Required:

1. Minimum two years' experience in high volume food service operations (e.g. hotel, institutional, catering, or fine dining).
2. Minimum one years' experience scheduling, supervising and training a large staff.
3. Demonstrated basic commercial kitchen skills, including food storage, treatment and rotation.
4. Experience with inventory control and management.
5. Experience with menu/recipe development, and an understanding of food costing.
6. Food Safe Level II.
7. Experience handling large volumes of cash.
8. Understanding of commercial food preparation techniques and experience with implementation and preparation of standardized recipes.
9. Dedicated to a high level of customer service.

JD is currently under review pending Union Approval

10. Ability to work both independently and collaboratively within a team.
11. Strong communication and interpersonal skills.
12. Strong attention to detail, time management, and problem-solving skills.
13. Must be punctual and reliable.

Preferred:

1. Chef training from a recognized culinary institute.
2. Experience with POS Systems.
3. Creative ability to come up with new recipes and menu items.

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