

JOB DESCRIPTION

CHEF DE PARTIE – HFB (HEALTH FOOD BAR)

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Coordinates and oversees all operations of the HFB and its employees including ordering, restocking, preparation and selling of food products.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to and is responsible to the General Manager through the Food Services Manager.
2. Works closely with the Food Services Manager, Sous Chefs, Chef de Parties and the Purchasing Agent.

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. Supervise and completes overall food production, preparation and customer service within the HFB.
2. Provides day-to-day supervision and training of HFB employees and is responsible for directing them in the daily routines.
3. Assist in scheduling employees, finding replacements for absent employees and assisting during busy periods where needed.
4. Participates in the ongoing development of the daily work routines and how those routines relate to the other food service outlets.
5. Coordinates recipe/menu development and production routines for daily specials within the parameters established by the Food Services Manager,
6. Ensures appropriate food portioning, presentation, consistency, and quality controls.
7. Operates the point of sale system efficiently and accurately
8. Communicates daily orders to the Purchasing Agent, researching and sourcing products as needed.
9. Conducts monthly inventory counts, reporting to the Purchasing Agent and Food Services Manager as needed.
10. Organize and clean cooking and storage areas and ensure relevant equipment is cleaned, maintained and in good working order.
11. Ensures staff compliance with all health, Worksafe BC and fire regulations.
12. Ensures that all policies and procedures of the Division, the Society, and the Collective Agreement are adhered to.
13. Support relevant staff in navigating conflict and difficult and/or elevated customer interactions.
14. Contribute to HFB's business plan, ensuring it aligns with the UVSS Strategic Plan, in collaboration with the Food Services Manager and General Manager.
15. Ensure that HFB is a safer space, in collaboration with the Food Services Manager.
16. Assist with developing and implementing marketing and promotions with the Food Services Manager and Graphics department.

Approved 11-17-2023

17. Communicates with the Food Services Manager, Sous Chefs, and relevant Food Services staff about any problems or noteworthy points.
18. Performs other related duties as may be assigned by the Food Services Manager or General Manager.

QUALIFICATIONS:

Required:

1. Culinary institute or T.Q. trained an asset. Minimum four years' experience in high volume food service operations: (hotel, institutional, catering, or fine dining).
2. Minimum two years' experience scheduling, supervising and training a large staff.
3. Demonstrated ability in basic commercial skills, including food storage, treatment and rotation.
4. Experience in inventory control and management.
5. Menu/recipe development, in addition to a basic understanding of costing as it relates to menu planning.
6. Food Safe Level II certificate required.
7. Experience handling large volumes of cash.
8. Demonstrated understanding of commercial food preparation techniques and experience with implementation and preparation of standardized recipes is required.
9. Dedicated to a high level of customer service.
10. Ability to work independently unsupervised and as part of a team.
11. Effective communication and interpersonal skills.
12. Strong attention to detail, organizational, prioritization and problem solving skills.

Preferred/Asset:

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.
4. Experience working and/or managing in a unionized environment.
5. Demonstrated respect for various abilities, genders, sexualities and socioeconomic realities.

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.