JOB DESCRIPTION
**COOK - MAIN KITCHEN**
FOOD SERVICES
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

**FUNCTION:**

1. Responsible for the daily set-up, preparation, cooking and clean up for the UVSS Main Kitchen.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to and is responsible to the General 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. Ensures all equipment is used and maintained in a proper and safe manner.
7. Adheres to and maintains Health Department standards and by-law regulations.
8. Other related duties as assigned.
9. Assists in other areas as required.

**QUALIFICATIONS**
**Required:**

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Minimum one years' experience working prep and hot line in a high volume pub, restaurant, or line.
3. Demonstrated ability in preparation and implementation of standardized recipes.
4. Demonstrated ability in basic kitchen skills including but not limited to: knife handling, sauce prep, and mis en place.
5. Valid Food Safe Level I certificate.
6. Able to work independently with little supervision and collaboratively in a team.
7. Punctual and reliable.
8. Dedicated to a high standard of customer service.

**Preferred**:

9. Food Safe II

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.

Approved at JLMC March 25th, 2026