



Job Description – Kitchen Team Member

Title: Kitchen Team Member
Reports To: Kitchen Manager
Supervised By: Kitchen Manager and Kitchen Supervisor
Hours: Part time, variable
Wage: \$12.41/hour
(as per Collective Agreement currently under review)

Summary

The Kitchen Team Member is responsible for the preparation of high-quality food in a timely, efficient, sanitary and consistent manner. The Kitchen Team Member must be prepared to work in a fast-paced, high-pressure work environment, while maintaining the organizational ability to identify and act on job duties quickly and effectively. Kitchen Team Member must be prepared to work as a team member in a dynamic workplace, follow all safety procedures, and have a high threshold for heat in a kitchen environment.

Core Competencies

- Customer Focus
- Communication
- Energy & Stress
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Job Duties

- A Kitchen Team Member is responsible for the daily preparation of food items in the pantry, fry and/or stations or other areas of the kitchen.
- Sets up station according to The Owl guidelines.
- Prepares all food items as directed in a sanitary and timely manner.
- Follows recipes, portion controls, and presentation specifications as set by The Owl.
- Restocks all items as needed throughout shift.
- Cleans and maintains station in practicing good safety, sanitation, organizational skills.
- Has understanding and knowledge to properly use and maintain all equipment in station.
- Assists with the cleaning, sanitation, and organization of kitchen, walk-in coolers, and all storage areas.



- Prepare dishes for customers with food allergies or intolerances.
- Ensure quality and safety of food by performing standard and any additional sanitary measures including sweeping of the floors, cleaning of surfaces, as well as proper covering and storage of food items according to standards and procedures.
- Work at efficient and consistent pace.
- Ensure timely preparation of all meals.
- Ensure that the correct quantities are prepared to meet daily needs.
- Stay productive at all times and prepare for future needs as time allows.
- Demonstrate flexibility and volunteer to fill open shifts as required by variations in staffing.
- Adhere to all regulations including blood borne pathogens, infection control, use of hazardous materials and fire safety.
- Serve food in the proper portion size and at the proper temperature.
- Arrive to work at the scheduled time.
- Must wear the clean kitchen uniforms provided in the workplace, including a hat and/or hair net. Personal hygiene is of the utmost important at anytime within the job.
- Assist in the preparation of menu, catering and event food items
- Knowledge of all ingredients, plating, and dietary components of regular menu items
- Both opening and closing the kitchen; turning all kitchen equipment on/off, taking garbage and recycling out throughout and at the end of each work day, housekeeping of prep and cooking areas
- Washing and cleaning of all kitchen preparation tools as well as front of house dishes, cutlery, etc.
- Proper food and chemical storage
- Ensuring loading dock is clean, and organized at all times
- Organization of kitchen laundry (ie. rags, kitchen coats, kitchen pants, aprons and linen)
- Maintaining clean kitchen appliances, cutlery, plates, baskets, cambros and platter
- Ensuring the security of Owl property (ie: locking kitchen exits at the end of the night, updating assigned supervisor with any housekeeping needs or equipment changes)
- Performs additional responsibilities, although not detailed, as requested by the Kitchen Manager and Kitchen Supervisor at any time.

Requirements

- High school diploma or equivalent.
- Current member of URSU preferred.
- Minimum one year of cooking experience preferred.
- Knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling required.
- Must be free of diseases that may be transmitted in the performance of job responsibilities.
- Canadian, or have legal permission to work in Canada (e.g. open work permit).
- Ability to lift up to 50lb.
- Effective communication skills.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Highly effective teamwork skills.
- Attention to detail in all areas of work.



- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Strong work ethic and positive team attitude.

Work Conditions

- This position will spend 100% of the time standing.
- Occasional environmental exposures to cold, heat and water.
- Must be able to transport up to 50 pounds on occasion, and up to 35 pounds regularly.
- Will be constantly exposed to high temperatures in the kitchen environment.
- Manual dexterity required to use knives and kitchen appliances.
- Overtime as required.



Job Posting – Kitchen Team Member

University of Regina Student's Union (URSU) requires an energetic and motivated Kitchen Team Member for the preparation of high-quality food in a timely, efficient, sanitary and consistent manner. The Kitchen Team Member must be prepared to work in a fast-paced, high-pressure work environment, while maintaining the organizational ability to identify and act on job duties quickly and effectively. The Kitchen Team Member must be prepared to work as a team member in a dynamic workplace, follow all safety procedures, and have a high threshold for heat in a kitchen environment.

Qualified applicants should contact University of Regina Student's Union (URSU) at: