

Algonquin Students' Association

Position: Cook, Part Time, Observatory

Location: Algonquin College, Woodroffe Campus, Ottawa ON

Students' Association Mission:

It is the mission of the Algonquin students' association to create an environment that inspire a passion for student success

Results:

Reporting to the Kitchen Manager the incumbent is responsible for helping the Students' Association of Algonquin College to execute the successful daily operation of the Observatory Lounge.

Nature:

To implement a food and beverage service experience that will deliver a selection of high quality options that, enables the Observatory to provide for the needs of students, and staff at Algonquin College, Woodroffe campus. The operation of the facility must contribute to the Students' Associations strategic vision of creating an environment that inspires a passion for student success, while upholding the professional image of the SA.

Scope:

The Observatory serves students, college employees and the community. A Cook will be expected to build effective relationships, provide the highest level of customer satisfaction, and build customer loyalty. They will ensure that all recipes, preparations, and presentations meet the Observatory's specifications and commitment to quality.

Skills:

- Strong interpersonal skills
- Ability to understand and carry out written and oral instruction
- Quick learning
- Ability to work in a team
- Maintain effective working relationship with managers, lead hands, and other employees

Responsibilities:

- Work together with other staff as part of a positive work environment that produces a high level of satisfaction among all customers, staff, fellow employees, and clients.
- Deliver exceptional customer service to all customers. Exemplify a "Customer First" attitude.
- Provide high quality food products consistently for all customers. Adhere to all recipes and presentation standards.
- Follow health, safety and sanitation guideline for all products.
- Stock, clean, and organize the back of house area as required.
- Maintain, clean, and properly stores all equipment and supplies.

- Follow the Observatory Lounge operational policies and procedures, ensure the safety of all the employees during each shift.
- Maintain regular and consistent attendance and punctuality.
- Know all menu items, and follows proper assembly instructions for all regular menu items and specials.
- Record waste, breakage and damage in provided logs, and reports them to manager on duty.
- Contributes to a positive team environment for new employees and also assists in training new staff members.
- Familiar with all the first aid stations, supplies and equipment. Reports any injuries or accidents to the manager on duty immediately.
- Wear clean and proper staff attire require at all times when working.
- All other duties as assigned

Qualifications:

- Knowledge of kitchen operations
- Ability to perform sustained physical activity for long periods of time
- Willing to work non-traditional shifts
- Ability to follow the recipe and instruction

Certifications:

- First Aid certificate (preferred)
- CPR (preferred)
- Food handlers Certificate (preferred)
- OWHSA (required)
- WHMIS (required)

Compensation:

- Part-Time (Students)
- \$ 14.00

Algonquin Students' Association values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. Workplace accommodations are available.

While we thank all those who apply, only those to be interviewed will be contacted. If interested please forward cover letter and resume to: (email is preferred)

Nathan Buschmann, Kitchen Manager

buschmn@algonquincollege.com

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