

CAFÉ COOK LEAD

January 2023

Term:

April – May 14, 2023 – Part time hours

May 15, 2023 – September 30, 2023 – Full time hours

Possibility of casual hours past October 1, 2023 if agreed.

The position is a rotational 7 day a week position and will include weekends.

Goals:

To offer IPG visitors a quality, memorable, dining experience.

Summary:

This position will serve as the Cook of the IPG Café. The Café Cook Lead of the International Peace Garden is hired by the IPG Visitor Services Manager in consultation with the Finance Controller.

Responsibilities:

- 1) Direct the preparation, the cooking, and the presentation of all foods at the Café
- 2) Prepare and cook foods designed to meet market expectations
- 3) Plan and price menu items, order supplies, and keep records and accounts, in conjunction with the Visitor Services Manager
- 4) Work with the Visitor Services Manager to hire and train staff (including cooks and kitchen workers)
- 5) Scheduling of kitchen staff in partnership with the Visitor Services Manager, respecting the significant swings in numbers of guests depending on the day and season.
- 6) Determine production schedules and staff requirements needed to ensure timely delivery of meals to diners.
- 7) Estimate amounts and costs of required supplies and order in a timely fashion– food, ingredients, dry goods (e.g. napkins)
- 8) Instruct and supervise cooks and other workers in the preparation, cooking, garnishing, and presentation of food
- 9) Monitor sanitation and food safety practices to ensure employees follow standards and regulations – for both USA and Canada requirements. Inspect supplies, equipment, and work areas to ensure conformance to established standards
- 10) Other duties as assigned

Qualifications:

- 1) Chef/cooking diploma or better; and/or suitable combination of education and experience.
- 2) Experience supervising a commercial kitchen team
- 3) Ability to work as part of a team, as well as experience as a team leader.
- 4) Have strong interpersonal communication skills, and the
- 5) Ability to work effectively under high pressure and high expectations.

Working Conditions and Physical Effort

- 1) Moderate physical activity. Requires handling of average weight objects up to 25 pounds. Ability to stand and/or walk for more than four (4) hours per day
- 2) Limited exposure to physical risk
- 3) Work is normally performed in a typical interior/office work environment

Supervises:

All kitchen Café staff in all aspects pertaining to food preparation, cooking and serving.

Reports to:

Visitor Services Manager