



Positional Job Descriptors

Position	Reporting to	Education	Experience	Functions
Sous Chef	- Chef or - Executive Sous Chef	- Grade 12 Diploma - Post Secondary education preferred - Formal culinary training or a combination of education and experience - FoodSafe - WHMIS & MSDS knowledge	- Min. 3-5 yrs as a Sous Chef - Minimum 2yrs. management or supervisory experience in a food service environment	- Is fully responsible for the day to day operation of the assigned kitchen - Must always be well groomed and in proper uniform and chef's hat - Maintain hygiene standards that all food items are properly covered at all items - Execute all functions/a la carte production in timely manner for guest satisfaction - Ensure that all coolers and freezers are maintained as per standards, that there is proper stock rotation in all areas of the kitchen, that all kitchen equipment is cleaned and sanitized after every use, that all cook and hold temperatures are maintained and minimize wastage - Continue on an ongoing basis to acquire I.T. skills.
Chef de Partie	- Chef - Executive Sous Chef - Sous Chef	- Grade 12 Diploma - Post secondary education preferred - Formal culinary training or a combination of education and experience - FoodSafe - WHMIS & MSDS knowledge	- Minimum 3 to 5 years as a Chef de Partie in a hotel environment, minimum 2 years management or supervisory experience in a food service environment	- Must always be well groomed and in proper uniform and chef's hat - Maintain hygiene standards that all food items are properly covered at all item - Execute all banquet functions in a timely manner to ensure guest satisfaction - Ensure that all coolers and freezers are maintained as per standards, that there is proper stock rotation in all areas of the kitchen, that all kitchen equipment is cleaned and sanitized after every use, that all cook and hold temperatures are maintained and minimize wastage - Execute all MEP and production work in a timely manner - Must keep individual production areas clean and sanitary as they go at all times - Must direct Demi/Commis/Helpers to do tasks for function
Demi-Chef	- Chef - Executive Sous Chef - Sous Chef - Chef de Partie	- Grade 12 Diploma - Culinary education or a combination of education and experience - FoodSafe - WHMIS & MSDS knowledge	- Minimum 3 to 5 years as a Demi Chef in a hotel banquet environment	- Must always be well groomed and in proper uniform and chef's hat - Maintain hygiene standards that all food items are properly covered at all items - Ensure that all coolers and freezers are maintained as per standards, that there is proper stock rotation in all areas of the kitchen, that all kitchen equipment is cleaned and sanitized after every use, that all cook and hold temperatures are maintained and minimize wastage - Execute all MEP and production work in a timely manner - Must keep individual production areas clean and sanitary as they go at all times
Commis-Chef	- Chef - Executive Sous Chef - Sous Chef - Chef de Partie	- Grade 12 Diploma - FoodSafe - WHMIS & MSDS knowledge	- Minimum 2 to 3 years Prep experience, both in a Production kitchen and in an A La Carte environment	- Must always be well groomed and in proper uniform and chef's hat - Maintain hygiene standards that all food items are properly covered at all items - Ensure that all coolers and freezers are maintained as per standards, that there is proper stock rotation in all areas of the kitchen, that all kitchen equipment is cleaned and sanitized after every use, that all cook and hold temperatures are maintained and minimize wastage - Execute all MEP and production work in a timely manner - Must keep individual production areas clean and sanitary as they go at all times Assist Demi-chef in completing tasks assigned by Chef de Partie or higher
Kitchen Helpers	- Chef - Executive Sous Chef - Sous Chef - Chef de Partie	- Grade 10 Diploma - FoodSafe	- Introductory position - Food knowledge required	- Must always be well groomed and in proper uniform and chef's hat - Maintain hygiene standards that all food items are properly covered at all items - Execute all MEP and production work in a timely manner - Must keep individual production areas clean and sanitary as they go at all times - Take direction from Chef de Partie or above to finish assigned tasks
Bakers & Pastry	- Chef - Pastry Chef	- Grade 12 Diploma - Post secondary education preferred - Culinary training or combination exper. & educat. - FoodSafe, WHMIS, MSDS	- Min. 1 year in professional bakeshop - Knowledge of chocolate, sugar work, bulk baking and fine patisserie as asset	- Must always be well groomed and in proper uniform and chef's hat - Maintain hygiene standards that all food items are properly covered at all items - Must keep individual production areas clean and sanitary as they go at all times - Prepare/produce all a la carte dessert items for all kitchens in a timely manner ensure that all products from the pastry shop meet the quality standards as required by the management and the executive chef
Dishwashers	- Chief Steward	- Completion of Grade 10 - WHMIS, MSDS	- Minimum 1 year experience as a dishwasher in a high volume hotel kitchen is preferred	- Ensures that all dishes and cutlery are clean and sanitized - Washes all pots, pans, inserts, etc. and cleans kitchen equipment - Puts dishes back in the proper places throughout the kitchen and server areas. - Keeps the kitchen area floors swept, clean and washed at all times. - Sanitizes all counters and walls, equipment and sinks at end of shift - Empties all garbage in proper containers, sanitizes cans and replaces bags. - Assists with prep work under the direction and supervision of a qualified cook