



University Students' Council – Position Description

Position Title:	Prep Cook Supervisor, The Spoke
Supervisor:	Kitchen Manager, The Spoke
Remuneration:	\$16-\$18 / per hour + Health and Dental Benefits
Hours of Work:	Full time hours

OVERVIEW:

Cook and prepare a variety of food products including meats, vegetables, sauces, bakery items and other food products using a variety of equipment and utensils according to the Daily Prep List. Responsible for receiving and storing food products and the overall sanitation and cleanliness of all preparation and storage areas.

DUTIES AND RESPONSIBILITIES:

- Promote, work, and act in a manner consistent with the mission of The Spoke, owned and operated by the University Students Council.
- Refer to the Daily Prep List at the start of each shift for assigned duties.
- Understand and comply with standard portion sizes, cooking methods, quality standards, and Kitchen rules, policies, and procedures.
- Clean and sanitize the work station area including tables, shelves, preparation tools and equipment. The Prep Cook Supervisor is fully responsible for maintaining organization and cleanliness in all storage areas
- Store food in designated containers and storage areas to prevent spoilage.
- Prepare a variety of foods, such as meats, vegetables, or bakery items in accordance with Spoke recipe standards and cooking methods.
- Take and record the temperature of food and food storage areas, such as refrigerators and freezers.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Portion according to standard portion sizes and recipe specifications and wrap the food, or place in proper sized portion bags with appropriate labels or day dots.
- Weigh or measure ingredients.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Remove trash and clean kitchen garbage containers.
- Assist cooks and Kitchen staff with various tasks as needed, and provide cooks with needed items.
- Help to recruit, interview, hire and discipline when necessary, the Spoke part time Prep Cook team members.
- Promptly inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items.
- Monitor food waste and record all spoiled and discarded items on the waste sheet. Inform KM or supervisors in the event there is consistent over use of prepared food items.

- Follow sustainable work practices including reducing food waste through proper preparation techniques, use provided recycling and composting receptacles and strive for energy reduction in the Kitchen when possible.
- Use the Standard Recipe Card for preparing all products with a close attention to detail
- Attend all scheduled employee meetings and offer suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.

Qualifications:

Education / Experience

- High School diploma or equivalent is required.
- Minimum 1-year experience working as a prep or line cook in a fast paced commercial kitchen.
- A passion for food and service is a must.

Certifications / Specialized training

- First Aid Certified
- Food Safety Certified (Basic Food safety Certificate)
- WHMIS Certified

Any training and certifications needed for this position will be provided by the Spoke.

Interested in working with our dynamic team in a fast paced environment that focuses on staying current with student trends? Apply today!

Please apply on Spark Hire by August 11th at 5:00 p.m. using this link: <https://hire.li/fee930c>

The University Students' Council of the University of Western Ontario is an equal opportunity employer.

The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.