

JOB TITLE: Kitchen Helper/Food Prep

REPORTS TO: Chef

Wage negotiable based on experience.

POSITION SUMMARY

The Kitchen Helper/Food Prep is an integral part of the restaurant's operation by contributing to the efficient and effective delivery of customer service through accurate and efficient food preparation, cleaning, sanitizing and inventory control. The tasks performed by Kitchen Helper/Food Prep have a direct impact on overall customer satisfaction and continued patronage at the restaurant. The Kitchen Helper/Food Prep is an important part of the food service team.

MAIN DUTIES AND RESPONSIBILITIES

The Kitchen Helper/Food Prep is responsible for:

Food Preparation and Assembly

- Wash vegetables, fruit and other food products
- Chop vegetable, fruit and other food products
- Sort and measure various ingredients for preparation of meals
- Interpret orders and special customer requests
- Prepare/assemble desserts, side dishes, meal items according to specific recipes and customer orders

Cleaning and Sanitizing

- Dispose of trash, recycling and compost following required sorting procedures
- Manually clean food preparation areas according to food safety guidelines

Other Duties as Required

- Point of purchase operation

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES

The Kitchen Helper/Food Prep must know:

- Food Safe procedures and protocols for working within a kitchen environment
- Basic operating procedures for industrial kitchen equipment, such as dishwashers, sanitizing, specialized food preparation machinery.
- Applicable waste management guidelines (e.g. compost, recycling, waste)

Kitchen Helper/Food Prep must be able to:

- Manage their time effectively
- Prioritize and multi-task various jobs, including food preparation and cleaning

- Communicate with other members of the kitchen team to ensure that the appropriate food is prepared; dishes and cutlery are washed and cleaning tasks are completed.
- Manage stress in a high-volume and fast-paced kitchen environment
- Demonstrate knife skills to prevent personal injury

LANGUAGE REQUIREMENTS

- Oral and written communication in English is required

REQUIRED QUALIFICATIONS

- Current First Aid Certification
- Food Safe Certification
- WHMIS Certification

REQUIRED COMPETENCIES

The Kitchen Helper/Food Prep should demonstrate the following competencies

Essential Employability Skills

- Job Task Planning and Organizing – to identify and manage priority tasks within the kitchen (e.g. food preparation and cleaning tasks); to manage their personal time to ensure that all required tasks are completed as efficiently and effectively as possible.
- Measurement and Calculation Math – to measure the correct quantities of ingredients/food products for food preparation and assembly.
- Oral Communication – to receive instruction from and provide updates and information to fellow members of the kitchen staff.

PHYSICAL DEMANDS

The typical physical demands of the Kitchen Helper/Food Prep include:

- Strength Requirements:

May be required to manually (or with assistance) lift ingredient/food packages weighing upwards of 25 kg/50 lb.

- Motion Parameters: Required to stand for long periods of time to complete food preparation activities; use hand-eye coordination and manual dexterity to use food preparation tools (such as knives, peelers, etc.); use dexterity and repetitive upper limb movement to use kitchen equipment and shelf
- Work Environment:

Required to work in a fast-paced and somewhat stressful work environment. Kitchen temperatures can fluctuate depending on the proximity of the food preparation area to cooking equipment. Kitchen Helper/Food Prep will be required to enter refrigerators and/or freezers to obtain ingredients.

Send cover letter and resume to artofeatingns@gmail.com

Or drop off at 85 Victoria Street East