



## ARE YOU:

- Interested in a job that allows you to make an immediate and meaningful difference?
- Interested in meeting people from all over the world and a joining a team of passionate and dedicated people?
- Like being active and working indoors and out?

Then we are the match for you!

## Duties and Responsibilities:

### *Primary Responsibility:*

To ensure our guests have a clean and comfortable experience during their stay.

### *Primary Duties:*

To ensure all assigned areas are kept at the highest cleaning standard and all tasks are completed in a professional and timely manner.

This will involve but is not limited to:

- To wash pots and dishes, serving utensils, tables and all other equipment in the servery and dining areas.
- General dish area maintenance including: sweeping, mopping, organization and garbage removal.
- To work at all times in accordance with Health & Safety and Safe Food Handling Regulations.
- To receive orders and put away in appropriate places, notifying Head of Cuisine if any product is shorted or damaged.
- To monitor inventory of food and cleaning supplies and write out any low stock items on order sheet.
- To assist in the preparation and service of hot and cold food items in accordance of the Health Standards.
- To notify Head of Cuisine of any defects in equipment or premises that does not meet Health & Safety and Safe Food Handling Regulations.
- To undertake any other related duties, as directed by Head of Cuisine, to ensure the kitchen and dining areas are safe and hygienic. This includes, but not limited to, emptying of garbage, recycling and composting containers; sweeping and mopping of kitchen and dining areas.
- Clean floors in dining room, server and kitchen area on a daily basis.
- Assist in food preparation as required.
- Other duties and responsibilities as assigned.



## Qualifications and Skills

- Experience in a kitchen is an asset. Training can be provided
- First Aid is an asset
- Safe Food Handling certificate is an asset. Training can be provided
- Knowledge of WHMIS and its principles are an asset. Online certification can be done or in house can be provided
- Reliable, self-motivated, strong, responsible
- Ability to work with minimal supervision
- Be a team player
- Ability to lift loads up to or above 50lbs
- Able to work in high stress situations and ability to adjust to these circumstances
- Able to work in high heat
- Able to stand for extended periods of time
- Has knowledge of knife handling and is not timid to work with knives
- Willing to provide an acceptable Police Record Check

## Compensation:

(30 – 40 hours per week).

On-site living arrangements are negotiable (based on shared accommodations) – please list this option in your cover letter if required. No pets on site!

## Length of Contract:

April 3<sup>rd</sup>, 2018 - October 31<sup>st</sup>, 2018

*Possibility for contract extension based on performance and business operations.*



## Application Process

1. Submit your resume, cover letter and references to:  
Head of Cuisine  
Bark Lake Leadership and Conference Centre  
1551 Bark Lake Dr., Irondale, ON K0M 1X0  
Email: [hr.assistant@bic-totalcare.com](mailto:hr.assistant@bic-totalcare.com)
2. Applications will be reviewed by the Kitchen Department. Successful candidates will be invited to interview. Only those selected for an interview will be contacted.

Do YOU have what it takes to join THIS team?

Bark Lake Leadership and Conference Centre is committed to workplace diversity and provides accommodations, whenever possible, to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Bark Lake at 1-888-517-9999 or email [maria@barklake.com](mailto:maria@barklake.com).