



## 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 enjoy a tasty cuisine experience during their stay.

### *Primary Duties:*

To ensure all menus and food is prepared and served using the highest food safety standards and all tasks are completed in a professional and timely manner.

This will involve but is not limited to:

- To prepare the food for each meal according to the previously planned menu selection.
- To assist the Head of Cuisine in operating the kitchen by developing, rotating and cross-training in the multiple works stations.
- Prepare ingredients in advance to optimize time efficiency
- To prepare the servery and dining area and other equipment for the efficient and effective meal service.
- Develop menu selections so all ingredient left overs are used in multiple meals.
- To assist in the preparation and service of hot and cold food items in accordance of the Health Standards.
- To work at all times in accordance with Health & Safety and Safe Food Handling Regulations.
- Consciously trying to control food and labour costs.
- To assist Head of Cuisine with ordering and inventory.
- Provide guidance and training to 2<sup>nd</sup> Cooks and Kitchen staff in Head of Cuisine's absence.
- Practice first in, first out with all food and menu items to reduce food waste.
- To notify Head of Cuisine of any defects in equipment or premises that does not meet Health & Safety and Safe Food Handling Regulations.
- To undergo training, both on and off the job as required.



## Qualifications and Skills

- Experienced in banquet / catering functions for groups up to 200
- Experienced cook with dietary requirements is preferred
- Knowledgeable in preparing, cooking and developing menu options
- Developed menu options to maximize all food ingredients on hand to minimize food waste
- 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@cic-totalcare.com](mailto:hr.assistant@cic-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).