

Production Cook Job Description

Objective: To represent the highest standard of excellence in guest services.

Reports to: Chef

Specific Expectations: The primary purpose of the position is to efficiently act as a cook for preparation, buffets, and banquets, and create all salads and desserts. The Production Cook is creative and cost-efficient. The Production Cook will tackle the challenge of creating appealing and delicious dishes with imagination. The Production Cook may also be known as the Buffet Cook and/or Preparation Cook.

Opening Duties:

1. Sign in on the timesheet and check the communications binder or board for announcements and memos;
2. Review the Banquet Event Orders and all upcoming functions;
3. Ensure all tools and equipment are properly sanitized and in good working order;
4. Follow the FIFO principles to ensure the proper inventory will be utilized.

Shift Duties:

- ✓ Assist the Kitchen Stewards as necessary;
- ✓ Clean and maintain the work area throughout the shift;
- ✓ Communicate all pertinent information to Buffet Servers;
- ✓ Distribute the menus to proper personnel;
- ✓ Garnish each dish to look as visually appealing as possible;
- ✓ Integrate excess products with fresh products, to minimize waste;
- ✓ Prepare to Par Level and business volume;

- ✓ Wrap, label and date all food.

Closing Duties:

1. Assist with closing down the buffet. Wrap and label all unused food;
2. Communicate with the relief personnel;
3. Clean and sanitize the workstation for the next shift.

Qualifications:

- ✓ Able to work days, evenings and/or weekends;
- ✓ Can acquire Criminal Background Check and Food Handler and WHMIS certificates;
- ✓ Clean with excellent hygiene habits;
- ✓ Communicates effectively;
- ✓ Detail-oriented;
- ✓ Experience in a similar setting;
- ✓ Formal or informal training and/or education;
- ✓ Multi-tasks efficiently;
- ✓ Organized, accurate and reliable;
- ✓ Physically fit and can carry light loads;
- ✓ Positive attitude;
- ✓ Recognizes and resolves problems quickly and efficiently;
- ✓ Willing to learn and take orders and direction.

Supplies & Equipment:

1. Clean and pressed uniform
2. Knives
3. Probe thermometer

Workplace Abilities:

- ✓ Act as a positive spokesperson for the Canad Inns;
- ✓ Assume accountability and responsibility of all duties as assigned by management;
- ✓ Cook and prepare dishes quickly and efficiently;
- ✓ Create and prepare a variety of dishes and sides, including soups, sauces, poultry, meats, fish and starches;
- ✓ Ensure equipment and supplies are efficient and sufficient;
- ✓ Handle a fast-paced environment;
- ✓ Inspect all dishes;
- ✓ Review and understand all work orders or contracts;
- ✓ Stand, walk and remain on feet and perform job duties for entire shift duration;
- ✓ Work quickly and quietly.

All job descriptions are subject to a periodic review. Other duties will be assigned by management occasionally. Changes will be discussed prior to or at the time of amendment.