

### Food and Beverage

<b>Job Title:</b>	Grill Area Cook
<b>Department:</b>	Food and Beverage, Event
<b>Reports to:</b>	General Manager
<b>Job Summary:</b>	Responsible for the day-to-day operation of the Food Services for Grill area at OBGCC.

#### **Duties and Responsibilities:**

Specific duties include:

- Maintain a hands-on approach in the Grill area by cooking on the line as needed and training, supervising/supporting grill area staff.
- Track food inventory, order food and beverage supplies and follow a financial budget and departmental goals.
- Achieve consistent financial targets with purchasing, inventory, food and labour cost and control methods.
- Work closely with the General Manager to ensure that guests/members have a good experience and dining experience at OBGCC.
- Comply with all regulatory health and safety policies and procedures.
- Establish a good rapport with members/guests while working with other team members to ensure a positive healthy work environment.
- Represent OBGCC in a professional manner.
- Available days and evenings
- Able to work long days and late nights to complete events.
- Other duties as assigned.

#### **Skills and Education Requirements:**

- Post-secondary culinary training and a completion of apprenticeship including certification.
- Experience working as supervisor/lead person in grill area setting.
- Excellent time management and organization skills
- Ability to build a rapport with members and other dining guests/groups.
- Strong cost control skills
- Knowledge of current policies and procedures related to health and safety within a kitchen.
- Basic computer knowledge with the ability to use MS Office including Excel.
- Required licenses or certifications:
  - Smart Serve
  - Safe Food Handling Certificate

**Inter-Relationships:**

Contact with all levels of personnel within the company and with customers.

**Needed Attributes:**

Ability to always interact with members and the public in a professional manner. Ability to perform a variety of tasks with some direction and minimal supervision.

**Approved by:**

Gary Glenister, General Manager