

Bala Bay Inn

Job Description

Position Title: 2nd Cook

Reports To: Head Chef, 1st Cook,

Purpose & Major Responsibility: To assist in the proper presentation of all foods prepared in the Main Kitchen. Ensuring that daily preparation lists are completed. Assisting the Chef in the preparation of items

Staff Responsible For: Stewards, Prep cooks, support staff

Main Duties & Activities:

- Takes personal ownership of all duties assigned By the Head Chef
- Maintaining cleanliness of his/her work station
- Assists in the preparation of cold table items when required
- Prepares orders such as sandwich boards, crudités platters, and garnish trays
- Ensures that equipment is used and maintained in the proper manner and reports any damage to supervisor
- Follows standard recipes as laid down by supervisor
- Adheres to Company policies and procedures
- Maintains a courteous and professional manner towards fellow employees
- Performs all other related duties assigned or requested by management
- Sets and Re-Sets the desert mise-en-place as required
- Prepares appetizers for the dining room and/or banquets as required
- Prepares staff meals as required
- Arranges Continental Table display on a daily basis
- Performing necessary cleaning duties required for the efficient day-to-day operation of the kitchen
- Acquires working knowledge of all kitchen equipment where applicable
- Ensures that stock is rotated on a daily basis and that the refrigerators are cleaned daily
- Meets uniform, hygiene, and safety standards as set out by the The Bala Bay Inn and the Ontario Health and Safety Board

Assets:

- Previous cooking experience (1-3years)
- People Management
- Strong Inter-Personal skills
- Friendly and Outgoing personality type
- Organized, Problem Solving, Math
- Multitasking

Advancement opportunities: 1st cook

Hours/ Wage: 30 to 44 hours per week – based on business levels, Competitive Remuneration, hourly rate to be negotiated based on experience, Gratuities and tip pool

