

QUEEN'S UNIVERSITY SUPPORT STAFF POSITION SUMMARY

DEPARTMENT: Queen's University Biological Station – Opinicon Lake
(QUBS) TITLE: Head Cook/Kitchen Manager

JOB SUMMARY:

The Head Cook/Kitchen Manager position is situated at Queen's University Biological Station (QUBS), est. 1945, a busy field station near Chaffey's Lock (50 km north of Kingston, Ontario). QUBS is one of the largest inland field station in Canada, with a mandate to provide opportunities for teaching, research and outreach in the biological sciences. Part of maximizing time spent in the field in teaching or research activities is the provision of regularly scheduled, nourishing meals.

For almost 70 years, researchers from Queen's, many other Canadian and US institutions, and from Western Europe, Latin America, and China have gathered at QUBS to conduct leading-edge research and participate in field courses spanning ecology, evolution, conservation, geography, and environmental science. Comprising two campuses including the Opinicon Campus, located near Chaffey's Locks in Elgin, and the Elbow Lake Environmental Education Centre (ELEEC) located in Perth Road Village, QUBS provides a diverse and rich educational atmosphere that promotes learning and scientific outreach. With over 40 buildings between both campuses, QUBS provides quality living and laboratory facilities to accommodate long, and short-term guests year-round. QUBS facility is also host to public workshops, outreach events, conferences, and training programs.

Reporting to the QUBS Senior Manager and Opinicon Operations & Stewardship Manager, the incumbent oversees the operation of all aspects of the food service at QUBS. This will involve supervising casual kitchen staff, menu and meal planning, ordering and receiving food and general kitchen supplies, purchasing items directly from retail stores if not sold or delivered by bulk suppliers, liaise with users of the facility, noting food allergies and dietary requirements/alternatives, and ensuring safety and sanitation of the kitchen, dining room, servery and food storage and areas.

The position currently runs full-time from first weeks of April until Mid-October (6 months minimum). With field courses, special events, workshops and meetings, etc, in the shoulder seasons, the position might extend to 7 months of the year.

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

The University provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Candidates requiring accommodation during the recruitment process are asked to contact QUBS Management (www.QUBS.ca).

KEY RESPONSIBILITIES:

- Lead the seasonal opening and closing of the Kitchen equipment and facilities
- Prepares and/or supervises the preparation and serving of all meals for QUBS. This will involve ensuring safe food handling practices in the kitchen, dining room, servery and food storage and areas, as well as ensuring the quality and appetizing presentation of meals.
- Plans menus with focus on nutrition and recognition of food allergies and dietary requirements/preferences and provision of alternative foods where practicable. This will involve corresponding with Opinicon Operations Manager (who provides list of restrictions from online user form or event/course lead) or users themselves. Maintain a list of station users restrictions to plan and prepare appropriate meals daily.
- Takes inventory, and orders and receives foodstuffs from various suppliers; monitors expenditures and controls waste and spoilage.
- Ensures maintenance of operational records such as staff activity, menus, production charts, food temperatures, equipment maintenance, wildlife concerns and refrigeration and freezer temperatures.
- Maintains kitchen equipment and reports needs for servicing of existing equipment and assists with developing future plans (ie. Input on budget for the acquisition of new/ or replacement equipment).
- In consultation with Senior Manager or Opinicon Operations & Stewardship Manager of QUBS, assist with scheduling of events and kitchen activities.
- Oversees activities of casual food service workers (as many as four during busy times). Provides work direction, and technical/functional guidance to staff.
- This will involve preparing kitchen staff schedules to match anticipated use, providing orientation and training, delegating tasks, and reporting to the Senior Manager and Operations & Stewardship Manager of QUBS on deficiencies or exemplary work. Makes effective recommendations to the Senior Manager or QUBS Director on level of discipline up to discharge and probationary termination.
- As the direct supervisor, sign off on time sheets for kitchen casual employees biweekly (Following the casual schedule and payroll dates/cutoff date).
- Undertakes other duties as required in support of QUBS.

REQUIRED QUALIFICATIONS:

- Minimum Grade 12 Secondary School Diploma (culinary school experience an asset)
- Current Food Handler's Certificate and WHIMIS
- Standard First Aid and Adult CPR (Level A), Level C certification & AED
- Strong understanding of culinary knowledge and knowledge of products.
- Direct and varied experience (2 to 5 years) with food service industry including kitchen/restaurant management, and with large-quantity cooking.
- Knowledge of basic nutrition, allergies and various diets.
- Experience with menu planning and implementing a cost-effective menu.
- Meal preparation and portion control

- Must be able to carry-out the physical demands of the job which can include working in hot temperatures and heavy lifting (up to 50 lbs).
- Be reliable and honest
- Organizational skills and cleanliness
- Positive teamwork skills, problem-solving, punctual and motivated
- Interpersonal skills to deal with a variety of people (QUBS researchers, students, staff and members of the public)
- Consideration will be given to an equivalent combination of education and experience.
- A valid driver's license
- Provide satisfactory criminal record check

SPECIAL SKILLS:

- Strong organizational and time management skills with the ability to cope with varied tasks, prioritize duties and to complete tasks in a busy environment with multiple users and interests. Supervisory and leadership skills.
- Ability to maintain composure in stressful situations.
- Ability to work with a team and train and motivate other members of the food service team
- Ability to interact with a variety of stakeholders i.e. undergraduate students, professors and members of the public
- Ability with records-keeping and finances
- Creativity in menu planning, aligning with annual kitchen budget.

DECISION MAKING:

- Determine daily food production levels, as well as supplies that need to be ordered.
- Make recommendations to the QUBS Senior Manager or Director on hiring or termination of casual employees. Decide on priorities within own workload.
- Determine menus and meals taking into consideration diets, allergies, and preferences of QUBS users, ensuring meals are creative and within budget.
- Determine when kitchen equipment needs to be repaired and/or sent out for servicing.
- Make recommendations to the Senior Manager and Operations & Stewardship Manager, toward the scheduling of events and kitchen activities. Makes recommendations about candidates as a contribution to the hiring of other kitchen staff

Is this position technical in nature in a lab or lab-related area? No

Does this position support a research project? No

If yes, name of project

Does this position report directly to a Principal Investigator(PI)? No

If yes, name of Principal Investigator

SUPERVISORY RESPONSIBILITIES:

Do you have any supervisory responsibilities?

Yes X

No

If you responded yes to the above question, which of the following duties do you perform for employees who report to you? Supervision would be limited to casual kitchen staff only.

You have the right to make the effective recommendation to hire. Yes

You have the right to make the effective recommendation to fire. Yes

You are responsible for handling disciplinary matters including issuing written warning. No

You are responsible for conducting performance appraisals. No

You are responsible for delegating work and ensuring that it is satisfactory. Yes

Wage:

\$26+/hour to start

Hours Per Week:

Up to 40 hours per week

How to Apply: Apply with resume & cover letter

Email gubs@queensu.ca