

Job Title:	Team Member/General Help
Grade:	
Division/Department:	Renison Food Services
Reports to (title):	Food Services Manager
Date of completion:	August 10, 2023

General Accountability:

Team Member/ General Help is a frontline position and a part of essential services of Renison University College. This position plays a vital role for successful day to day kitchen operation. It assists in the preparation of food according to the menu, provides a high standard of customer service, works effectively with the team, and complies with kitchen procedures and food safety standards.

Key Accountabilities:

- **FOOD PREPARATION** – Preparing (chopping, washing, marinating) ingredients for the cook according to the menu or as per cook request. Preparing simple dishes such as salads, pizza, dessert, ingredients for interactive station, deli station and grilled station. Ensuring the My Pantry station is well stocked. Preparing bag lunches and late dinner according to resident requests. Operating and cleaning kitchen equipment in safe manner. Setting up and cleaning up the serving area. Assisting with setting up and cleaning up catering events. Communicating with the Team Leader regarding missing stock/items.
- **SERVING** – Providing efficient customer service to staff and residents. Being knowledgeable of the ingredients used in the food that is being served. Being aware of residents with dietary restrictions. Maintaining appropriate food portions according to Team Leader instruction. Overseeing the food level and restocking on time. Keeping the serving area, dining area, and kitchen area clean and sanitized to the highest standard. Keeping all stations organized and well-stocked throughout operation. Serving food in a polite and professional manner. Interacting with residents and staff.
- **WORKPLACE CLEANLINESS** – Sanitizing tables in the dining area. Labeling finished products and leftovers. Monitoring the salad temperature. Sanitizing the serving area and removing hazards in the serving area, dining area, and working area. Arranging the stocks. Informing the Team Leader or Food Services Manager when there is a safety hazard or equipment that is not working properly. Washing dishes and pots. Engaging in proper disposal of food waste and sanitization of soiled dishes and utensils. Organizing and putting away clean dishes and utensils in the appropriate locations. Maintaining a clean servery and kitchen area by sweeping and mopping between breakfast, lunch, and dinner service. Assisting with receiving stock and arranging it accordingly.

Qualifications:

- A Secondary School diploma is required
- Ability comply to food safety standards
- Effective time management skills
- Ability to work well under pressure

Working conditions:

Works in an environment with occasional exposure to health or accident hazards, requiring moderate physical effort. Requires moderate levels of sensory attention when completing activities, with minimal levels of mental stress.