

Job Title:	Team Member / General Help
Grade:	
Division/Department:	Food Services
Reports to (title):	Kitchen Manager
Date of completion:	August 23, 2026

General Accountability:

Team Member/ General Help is a frontline position and a part of Essential Services at Renison University College. This position plays a vital role in a successful day-to-day kitchen operation. It assists in the preparation of food according to the menu, provides the highest standard of customer service, and works effectively with the team, complying 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 stations, deli station, and grilled station. Ensuring the My Pantry station is well stocked. Preparing bag lunches and late dinner according to the resident request. Operating and cleaning kitchen equipment in a safe manner. Setting up and cleaning up the serving area. Assisting with setting up and cleaning up with the catering event. Communicate with the Manager with missing stocks/items.
- **SERVING** – Providing efficient customer service to the staff and residents. Knowledge of the ingredients being used for the food that is being served. Being aware of the residents with dietary restrictions. Maintaining appropriate food portions according to the Kitchen Manager's instructions. 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 the station organized and well stocked throughout the operation. Serving the food in a friendly, polite, and professional manner. Interacting with the residents and staff.
- **WORKPLACE CLEANLINESS** – Sanitizing the tables in the dining hall. Labelling the finish products and leftovers. Monitoring the salad bar temperature. Sanitizing the serving area and removing any hazards within the serving, dining, and working areas. Arranging stock under the direction of Kitchen Manager. Informing the Kitchen Assistant Manager or Manager when there is a safety hazard or when the 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 cleaned 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:

- Secondary school diploma is required.

- One (1) year of experience working in a kitchen is preferred.
- Compliance to food safety standards.
- Excellent time management.
- Ability to handle pressure.

Working conditions:

Works in an environment with frequent exposure to unpleasant conditions, requiring moderate physical effort. Requires moderate levels of sensory attention when completing activities, with minimal levels of mental stress.