



EMPLOYMENT OPPORTUNITY: FULL-TIME SOUS CHEF

About the Toronto Cricket Skating & Curling Club: As a family-oriented private Club, our mission is to be a Great Club for our members by delivering exceptional experiences, inspired by our warm and welcoming culture. Our vision is to be the private athletic and social club of choice in Toronto. We value Sportsmanship and Camaraderie, Heritage and Respect, Excellence and Innovation, Wellness and Fun. Located in North Toronto, the Club consists of 4700 members, with a strong presence in both the local and international social and sporting community.

The Club requires a **Full-Time Sous Chef** to join our busy Food and Beverage department team. This position will be responsible for the production and cooking of food in the Club and will provide operational support in the kitchens and ensures a positive experience for our members and guests. This position will report directly to the Executive Chef.

Duties and Responsibilities

Food Production and Menu Development

- Assists in coordinating all food production in Sports Grill Restaurant according to established guidelines, including, but not limited to:
 - Developing and maintaining creative food concepts within the Sports Grill Restaurant
 - Supervising all subordinates in regard to performance and food quality
 - Ensuring the production of consistently high-quality food for the Sports Grill Restaurant
 - Helping out any station in the department when deemed necessary
- Assists in the preparation of food and beverage marketing and promotional plan for the year and ensures it is implemented
- Assists in the menu development process

Supervision and Training of Staff

- Assists in directing and coordinating the activities of all assigned associates and departmental responsibilities, including but not limited to:
 - Staffing and scheduling of kitchen to meet departmental responsibilities
 - Ensuring all subordinates are properly trained to perform the job tasks
 - Always maintaining positive associate relations
- Assists in the development, implementation and enforcement of departmental, Club and corporate policies and procedures
- Assists in the development and implementation of hands-on staff training programs
- Supervises staff, assists in interviews and hiring of new employees, prepares schedules, mediates staff disputes, trains and develops staff, and carries out disciplinary action
- Providing the following shift with a complete, accurate and up-to-date log book of the daily activities and follow up on recorded notations as required and conducts daily briefings

Financial Management

- Assisting in the development of accurate and aggressive long and short-range financial objectives for the kitchen operations consistent with Food & Beverage Departments objectives, including but not limited to:
 - Operating within budgeted guidelines
 - Implementing and maintaining control procedures within the department

- Assists in maximizing departmental profit by assisting with preparation of annual departmental budget
- Completes checks, authorizes, and submits payroll information. Monitors daily labour costs

Health, Safety and Sanitation

- Assists in establishing, monitoring and enforcing kitchen, food safety, cleanliness and fire/emergency regulations and procedures
- Inspects kitchen facility and fridges ensuring standards of cleanliness and repair are maintained. Schedules and monitors special cleaning projects
- Performs documented workplace inspections on a monthly basis to ensure a safe working environment
- Ensures all staff are aware of safety and their responsibilities by advising them of hazards, proper handling and transport of equipment and materials, conducting training and employee safety observations, performance management, etc.
- Conducts documented incident and accident investigations on all issues, which result in injury, medical attention, lost time or damage to property.
- Maintains accurate records of the handling, storage, use and disposal of biological, chemical or physical agents, to be made available to the worker when needed

Other Responsibilities

- Participates in taking monthly inventories
- Always conducting self in a professional manner in all member, guest and especially all employee contact, ensuring the most efficient department possible
- Always dressing professionally in accordance with Club standards and always coming prepared with any necessary utensils to complete the job successfully
- Represents the Club at meetings of professional associations
- Meets with members to resolve complaints and respond to requests
- Liaises with other departments, ensuring communication and the coordination of activities
- Complies with the Club's policies and procedures
- Performs other tasks as assigned by Management
- Maintains visible presence with Club staff & members

Job Requirements

- Minimum of three (3) years' experience in the hospitality related industry and/or enrollment or graduation from a hospitality or culinary program preferred
- Effective combination of education and experience will be considered
- Possession of Red Seal certification is an asset
- Ability to prepare small and large quantities of food, in a fast-paced environment
- Flexibility to prepare breakfasts, lunches and dinners
- Excellent interpersonal and communication skills with the ability to communicate effectively in English
- Ability to work well under pressure and take direction
- Ability to handle and prepare a variety of raw and cooked foods
- Motivated team player with good initiative and problem solving abilities
- Must be able to work flexible hours, days, evenings, weekends and holidays

If you feel that you are the ideal candidate, please forward your resume and cover letter to Human Resources at HR@torontocricketclub.com by October 11th, 2018.

While we appreciate your interest, only those candidates considered for the position will be contacted.

Toronto Cricket Skating & Curling Club is an equal opportunity employer and committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources and they will ensure the necessary steps are taken to accommodate your needs.