



Arctic Co-operatives
Limited

Position Description

Position: Hotel Relief Cook

Division: Member Management Services

Reporting To: Department Manager, Business Support Services

Overall Purpose: Receives assignment from Manager, Business Support Services. Reporting to the Co-operative General Manager or Hotel Manager, the Cook is responsible for assisting in the supervision of the day-to-day operations of the restaurant.

Duties and Responsibilities:

- Ensure that three daily meals (breakfast, lunch, dinner) are offered and prepared for hotel guests (and to members of the public where operations deem necessary);
- Deliver food preparation services to meet or exceed standards;
- With the assistance of the Hotel Manager, ensure an adequate inventory level is maintained. Complete spot checks of inventory in the kitchen and the dining room on a daily basis;
- To maintain good and regular communication with the Hotel Manager and with the staff;
- Ensure that the kitchen and dining room meets the highest of standards for cleanliness and organization. Delegate clean-up activities as required;
- To assist in the preparation of the monthly menu and cost out all meal items to ensure proper margin is being maintained;
- To perform other duties as required for the proper management of the kitchen and dining room.

Qualifications:

- A minimum of 3-5 years experience in the food industry and/or
- Formal educational experience including a Cook Level 1 or Journeymen's certificate;
- Demonstrated knowledge of kitchen standards and operating procedures;
- Superior organizational skills;
- Excellent interpersonal skills including the ability to train, motivate, evaluate, develop and increase staff performance in a cross-cultural environment;
- Ability to communicate effectively, verbally and in writing;
- Certificate in Safe Food Handling;
- Certification in Emergency First Aid is an asset;
- Maintain acceptable criminal record check to ensure eligibility for bonding;
- Solid understanding of co-operative principles and philosophies.

Working Conditions:

- Extended hours of work, including 50 – 60 hours per week, 7 days/week are not unusual in a hotel operation;



- Access to medical facilities is limited with many locations only having a nurse's station;
- Ability to travel to Co-operatives in the Arctic Co-ops System. Travel is extensive and will include trips up to 2 months in duration.