

## **Kitchen Supervisor and Lead Cook**

### **Conestoga Golf and Conference Centre**

**Location:** Conestogo, Ontario, Canada

**Department:** Food & Beverage

**Reports To:** Hospitality Manager and General Manager

**Classification:** Full Time Contract (must be available to work any shift including late nights, weekends & holidays)

**Summary:** Are you a self-motivated, positive, dependable, take pride in your craft and have a passion for hospitality? Then we look forward to hearing from you! The Kitchen Supervisor and Lead Cook is responsible for managing production and execution of all functions held at Conestoga Golf and Conference Centre. The incumbent will be expected to train and supervise a staff of cooks and dishwashers to execute production in the event line. They will be expected to oversee all operations in the kitchen. The position reports to the General Manager and works collaboratively with the other members of Conestoga Golf and Country Club management team.

#### **Primary Responsibilities:**

- To work closely with the General Manager and Hospitality Manager to develop Conestoga Golf and Country Club events and new initiatives
- Manages the work of cooks and dishwashers
- Ensure excellence in guest satisfaction by maintaining a positive and committed "Can Do" attitude
- Inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices
- Oversee production and food quality
- Observe and test foods to determine if they have been cooked and prepared to standard
- Work closely with the General Manager and Hospitality Manager to discuss and develop menu options and specialized items upon request
- Possesses the ability to handle any menu ranging from breakfast buffets to corporate lunch meetings with sandwiches to formal dinners with multi-course meals that are individually plated
- Assist with the development and implementation of dishes and menus
- Supervise, instruct and assist with cleaning duties as required, maintaining a professional, clean and safe work environment at all times
- Manages food purchasing, receiving and storing food for the banquet events
- Train newly hired kitchen staff and develop the skills of all staff
- Participate in employee evaluations and necessary disciplinary actions
- Look for efficiencies in processes to save the facility money while still providing top quality products and services
- Make sure adequate numbers of kitchen staff are scheduled to properly handle each event

- Maintain acceptable attendance record
- Meet Health & Safety requirements
- Perform other duties as required

**Qualifications:**

- Minimum of 2 years experience in a similar role
- You have a genuine interest in interacting with others and providing each guest with a positive and friendly experience
- Experience with projection and management of inventory, food cost, labour, variable costs, prep charts, other
- Proven Leadership Skills - people development and motivation, technical culinary skills training, policy and procedure management, time management, problem solving/decision making
- Excellent verbal and written communication skills
- Ability to work efficiently and multitask
- Eager to be part of a team but also excel working independently
- Excellent Interpersonal Skills
- Two years of Sous Chef experience (**preferred**)
- Three years post secondary education leading to a culinary certificate or diploma or equivalent (**required**)
- Health Food Safety Certification (**required**)
- First Aid (**preferred**)

**Apply:**

Please submit your resume & cover letter to Peter Hughston, General Manager at [phughston.conestoga@golfnorth.ca](mailto:phughston.conestoga@golfnorth.ca). Please write "Conestoga – Kitchen Lead" in the Subject line.