



POSITION TITLE:	Cook/Bartender
REVISION DATE:	January 2025
REPORTS TO:	Lead Cook/Bartender
DIRECT REPORTS:	Roxie's Front Line Staff
POSITION SUMMARY:	This position is responsible for the day-to-day preparation of food, serving alcohol, maintaining a clean kitchen, and following food safety and sanitation guidelines. This position also carries out routine checks of equipment, food prep, monitors sanitation practices, provides support to front-end staff and fills in when part-time staff are not available.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to show the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Cooking and Kitchen Responsibilities (90%)

- 1.1. **Quality Control** - Inspecting food and ingredients for freshness and expiry dates. Ensuring all food in the fridge/freezer is properly labelled and is in proper containers.
- 1.2. **Food Preparation** - Prepare and cook dishes in accordance with restaurant standards.
- 1.3. **Reception Services** - Provide other administrative duties such as taking cash, balancing tills, printing reports, using POS system, etc.
- 1.4. **Cleaning & Sanitization** - Clean and sanitize in accordance with Food Hygiene standards and local health regulations.
- 1.5. **Food Safety Regulations and OH&S Compliance** - ensure Sportsplex staff are abiding to Food Safety Regulations as per the Health Act and OH&S program and legislation as well as reporting all incidents and conducting routine hazard assessments.
- 1.6. **Clean-up/Maintenance** - Ensure the café and front area are clean and maintained to an acceptable standard and report any maintenance issues as they arise.
- 1.7. **Equipment Maintenance/Tracking** - Ensure kitchen supplies and kitchen equipment are in working order and advise the Sportsplex Coordinator of any malfunctions or equipment needed. Ensure all pieces of equipment in the café are cleaned regularly and maintained as needed.

2. Other Duties (10%)

- 2.1. **Other duties** - such as assisting the Lead Cook/Bartender with supervision of the team and implementing safety protocols and ensuring the general safe food practices of the Sportsplex Café.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- High school diploma
- Minimum of 2 years related experience
- An equivalent combination of education and experience will be given consideration.
- Provincially regulated or required food safety and alcohol handling certifications

Knowledge, Skills, Abilities

- Working knowledge on the day-to-day operations of a commercial kitchen setting
- Experience cooking in a commercial kitchen
- Working knowledge of commercial-grade kitchen appliances
- This position is subject to child abuse registry and criminal records checks.

Working Environment

- This position works in a busy environment that may be noisy, vary in temperature depending on the facility space and with many distractions.
- This position requires the flexibility to work daytime, evenings and weekends as scheduled.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>