

TOWN OF

Outlook



IRRIGATION CAPITAL OF SASKATCHEWAN

Career

Opportunity

Kitchen Manager

The Town of Outlook is looking for outgoing and responsible people to work in the kitchen of the Jim Kook RecPlex. Duties will include food preparation, beverage sales and customer service. If you would like to be a part of a community minded service oriented team, then this is the position for you! This is Full Time with flexible hours, starting October 10, 2022

ESSENTIAL REQUIREMENTS:

- Grade 12 or equivalent
- Valid Class 5 Driver's License
- Current Food Handler Certificate
- WHMIS 2015
- Satisfactory Criminal Record Check, including Vulnerable Sector Check
- Must hold or be eligible to hold Serve it Right Certification
- Experience working in a kitchen is mandatory

MAIN RESPONSIBILITIES:

- Oversee complete daily cash and attendance reports, and daily operator's log
- Oversee daily and Weekly cleaning responsibilities, including reporting checklists
- Ensure all kitchen equipment is maintained, and advise the facility manager of required repairs
- Schedule and organize work for kitchen staff
- Frontline Customer Service
- Food Order Preparation
- Communicate with the public in a resourceful and respectful manner
- Carry out instructions or tasks related to kitchen operations as directed by the Facility Manager

ESSENTIAL SKILLS:

- Ability to communicate effectively with staff, and with customers
- Ability to manage multiple staff members
- Sound working knowledge of the practices and processes involved with food safety
- Ability to efficiently manage time and priorities
- Ability to anticipate and balance multiple priorities in order to meet demands

If you have any questions, please contact Megan Anthony, Director of Recreational Services at 306-867-8663 or email your resume and cover letter on or before September 16 , 2022 to Megan Anthony at

outlookrec@sasktel.net

or by mail to:

**Town of Outlook
Recreation Department
Box 518
Outlook, SK S0L 2N0**

Only candidates selected for an interview will be contacted.