



Under the direction of the Executive Chef and working with the Catering Team collaboratively, The Culinary Intern is responsible for the preparation of high-quality food in a timely, efficient, sanitary and consistent manner. You must be prepared to work in a fast-paced, high-pressure work environment, while maintaining the organizational ability to identify and act on job duties quickly and effectively. The Culinary Intern must be prepared to work as a team member in a dynamic workplace, follow all safety procedures, and have a high threshold for heat in a kitchen environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Executive Chef, the Culinary Intern will provide support, but are not limited to:

- Responsible for the daily preparation of food items in the pantry, fry and/or stations or other areas of the kitchen.
- Sets up station according to catering and event guidelines.
- Prepares all food items as directed in a sanitary and timely manner.
- Follows recipes, portion controls, and presentation specifications as set by the restaurant.
- Restocks all items as needed throughout shift.
- Cleans and maintains station in practicing good safety, sanitation, organizational skills.
- Has understanding and knowledge to properly use and maintain all equipment in station.
- Assists with the cleaning, sanitation, and organization of kitchen, walk-in coolers, and all storage areas.
- Performs additional responsibilities, although not detailed, as requested by the Executive Chef.
- Prepare dishes for customers with food allergies or intolerances.
- Ensure quality and safety of food by performing standard and any additional sanitary measures including sweeping of the floors, cleaning of surfaces, as well as proper covering and storage of food items according to standards and procedures.
- Work at efficient and consistent pace.
- Ensure timely preparation of all meals.
- Ensure that the correct quantities are prepared to meet daily needs.
- Utilize kitchen equipment during food preparation.
- Stay productive at all times and prepare for future needs as time allows.
- Demonstrate flexibility and volunteer to fill open shifts as required by variations in staffing.
- Follow proper reporting procedures for accidents and incidents to ensure follow-up and prevention.
- Adhere to all regulations including blood borne pathogens, infection control, use of hazardous materials and fire safety.
- Serve food in the proper portion size and at the proper temperature.
- Report any infraction in the food services department policies and procedures.
- Arrive to work at the scheduled time.
- Perform other related duties as required.

WORK CONDITIONS & PHYSICAL DEMANDS

- Occasional lifting up to 23 kg., repetitive arm, hand and finger movements, occasional bending and reaching
- Ability to stand for long periods of time



- Will be exposed to hot and cold temperatures, such as when working near ovens or retrieving food from freezers
- Manual dexterity required to use knives and kitchen appliances

EXPERIENCE & QUALIFICATIONS

- Currently enrolled in a Culinary Arts program or related Food Services Management program
- Minimum 1 year of kitchen experience is preferred
- Demonstrated knowledge of food and catering trends, quality, production, and sanitation controls.
- Knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling required.
- Effective communication skills.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Highly effective teamwork skills.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail.
- Attention to detail in all areas of work.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Strong problem identification and problem resolution skills.
- Strong work ethic and positive team attitude.
- Able to work flexible hours to accommodate business requirements, will require evening and weekend work schedules

AFFILIATIONS

Westerner Employees Association – Exempt

TO APPLY

Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for **in the subject line** to HR@westernerpark.ca

This job description is not intended to be all inclusive. Personnel may perform other related duties as requested to meet the ongoing needs of the organization.