



POSITION DESCRIPTION

Our Mission

Exceptional individuals delivering exceptional experiences

Our Vision

We will be the pre-eminent standard of modern luxury and hospitality.
We will be a destination that every discerning traveler aspires to stay at and
that every hospitality professional aspires to work for.

Service First Commitment

I commit to consistently making each Guest's experience exceptional and memorable.

Core Values

Social Responsibility to the Community
A Passion to Deliver Exceptional Guest Service
Commitment of Flawless Attention to Detail
Nurturing Continuous Self-improvement

Kitchen Focus

*Creating memorable and pleasurable culinary experiences by positively adjusting to the individual needs
of our Guest.*

Department: Kitchen

Date Revised: January 2009

Position Title: Apprentice Cook

Property: Vintage Hotels

Reports To: Executive Chef

Position Summary: Prepares and cooks buffet and a la carte for the restaurant and for special occasions, conferences and other functions in a manner consistent with a superior dining facility.

Duties and Responsibilities:

Primary Responsibilities:

- Prepares and cooks items for breakfast buffet and the lunch a la carte menu.
- Sets up line for the lunch buffet when required and cooks all menu items on a daily basis.
- Cleans kitchen at the end of the shift and ensures that supplies required are available.
- Assists in the preparation of stocks and soups as required under the direction of the Sous Chef.
- All other duties as assigned.

Secondary Responsibilities:

- Having a thorough knowledge of Vintage Hotels' products and services.
- Suggesting additional products and services meeting our guests' specific preferences.

Health and Safety Responsibilities

- A worker shall,
 - (a) work in compliance with the provisions of the Occupational Health & Safety Act and the regulations.
 - (b) Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - (c) Report to his/her employer or supervisor the absences of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - (d) Report to his/her employer or supervisor any contravention of the Occupational Health & Safety Act or the regulations or the existence of any hazard of which he/she knows.
- No worker shall,
 - (a) remove or make ineffective any protective device required by the regulations or by his/her employer without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any other worker; or
 - (c) engage in any prank, contest, feat or strength, unnecessary running or rough and boisterous conduct.
- Comply with all Vintage Hotels health & safety policies.
- Do not operate any equipment/machinery without given proper instruction and authority to do so.
- Horseplay and running will not be tolerated at any time.
- All personal protective equipment will be properly worn.
- All personal protective equipment will be worn in the appropriate departments.
- Do not climb any of the racking systems.
- Do not ride on the automatic or manual conveyor systems.
- All long hair must be tied up in order to prevent entanglement in machinery.
- Do not put any foreign objects (body or innate) into the machines.
- Do not remove any machine guards.
- All safety signs must be adhered to.
- Smoking is not permitted on Company property.
- Always ensure that workplace accident/injuries are reported immediately to a Manager/Supervisor.
- Failure to comply will result in the application of the Human Resources Standard & Procedure "#C.15 Progressive Corrective Action".

Technical/Managerial/Administrative Requirements:

- Basic knowledge of WHMIS is considered an asset.
- Standard first aid is considered an asset.
- Ability to work under minimal supervision.
- Understand and practice of safe food handling.

Professional Requirements:

- Grade 12 or equivalent experience.
- Theoretical training at a community college in a cook apprenticeship program for one year and 6000 hours of in-house on-the-job training under certified Chef or equivalent experience of 3-5 years.
- Excellent eye-hand coordination and fine motor skills for cutting, chopping and arrangement of meals on plate.

- Ability to work in a fast paced environment.
- Previous up-selling and/or sales experience is considered an asset.
- Basic literary skills.

Personal Attributes:

- Able to work flexible shifts.
- Excellent grooming and hygiene.
- Good time management skills.
- Professional work ethics.
- Good taste ability.
- Some artistic talent and/or flair for decorating.
- Good safety habits.
- Confidence in selling and up-selling products and services.
- Positive sales oriented personality.
- Desire to meet goals.
- Ethical and honest.

Physical Requirements:

- Bending and lifting in excess of 50 lbs.
- Able to stand for long periods of time.
- Able to work in a hot environment.
- Work in a safe and responsible manner.
- Constant interruptions and noisy atmosphere makes concentration difficult at times.