



UPEI Student Union Job Description

Job Title:	Full Time Cook
Reports to:	Fox & Crow Manager
Position Type:	Full Time Season Staff
Work Location:	The Fox & Crow, WA Murphy Student Centre
Hours:	August 29, 2022-April 22, 2023 35-40 hours per week varied, days, evenings & occasional weekends
Rate of Pay:	\$15.50 per hour plus vacation pay

Organization Overview

Founded in 1969, the UPEI Student Union is the oldest incorporated student organization at the University of Prince Edward Island. With over 5,000 members, the UPEISU provides a range of services, including health and dental plans, funding, event programming, a campus pub and more. The UPEISU is unique in that it is the primary student advocacy organization on PEI; in other provinces, this responsibility is managed by a dedicated provincial advocacy group.

The Fox & Crow is the campus pub and café for students, staff, faculty and visitors to the UPEI campus. The Fox & Crow is open all day to provide a place for everyone to eat, drink, relax and hang out while on campus. The pub also plays host to several events throughout the year for students, clubs and campus departments.

Position Purpose

The Fox & Crow Cook is a full-time seasonal employee of the UPEISU who works with and is accountable to the Fox & Crow Manager. The Fox & Crow Cook will be responsible for preparing and cooking food as required. The position is also responsible for the daily cleaning and maintenance of the kitchen and equipment.

Job Responsibilities

- Daily preparation for all food operations of The Fox & Crow according to menu specifications
- Ensure high standards of cleanliness and order
- Making adjustments to accommodate clients with specific diet and health concerns
- Maintain kitchen and equipment
- Short order cooking procedures
- Assist with orienting new employees to their work area

Compliance & Cleaning

- Adheres to proper food handling, sanitation and safety procedures
- Maintain cleanliness and sanitation of equipment, food storage and work areas
- Record daily temperatures as required by the Department of Health & Wellness
- Completes cleaning according to daily and weekly schedules
- Ensure compliance with food and health and safety regulations

Inventory

- Maintains appropriate dating, labeling and rotation of all food items
- Inventory control, including portioning and quality control

- Ensure kitchen is fully stocked with appropriate inventory

Additional

- Other duties as required

Job Specifications

- Minimum 2 years experience in a kitchen environment
- Knowledge of health & safety codes and regulations
- Good oral communication skills
- Adaptability
- Self-motivated
- Demonstrated ability to perform multiple tasks in a fast-paced environment
- Good time management skills
- Works well without direct supervisor
- Organized
- High energy level
- Can work well on your own or as part of a team
- Food Safety Training Certificate
- Responsible Beverage Service Certificate
- WHIMIS

Education

- Minimum High school diploma

Work Schedule

- Last week of August until April with potential to extend through summer.

Benefits

- Health & Dental Benefits available

Deadline for application is **4:00 pm on August 12th, 2022**. To express interest in this role, please direct your cover letter, resume and class schedule in confidence to:

UPEI Student Union Hiring Committee via email: [hiring@upeisu.ca](mailto: hiring@upeisu.ca) or in person at the Student Union office.

Only applicants that have completed the application requirement will be considered for the position. Only those selected for an interview will be contacted.