**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: As soon as possible

 35-40 hours per week varied, days, evenings & occasional weekends

Rate of Pay: $17 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 **as soon as possible.** 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 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.*