



## EMPLOYMENT OPPORTUNITY

Kitchen Supervisor

**University of Toronto Mississauga Students' Union  
Local 109, Canadian Federation of Students**

**Position Type:** Full-time  
**Length of Contract:** One year (with possibility of extension)  
**Location:** Mississauga, Ontario (University of Toronto, Mississauga campus)\*  
**Application Deadline:** August 20th, 2023 - 11:59PM

### **UTM Students' Union:**

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. For more information please visit [www.utmsu.ca](http://www.utmsu.ca).

### **Job Description:**

The Blind Duck Kitchen Supervisor will report directly to the Head Chef and they will also report to the Blind Duck General Manager.

The Blind Duck Kitchen Supervisor will assist the Head Chef supervise part-time Blind Duck service staff of UTMSU and provide advice, support and assistance to the UTMSU Executive Committee through the General Manager. The Blind Duck Kitchen Supervisor is responsible for all kitchen functions, including but not limited to food receiving, food preparation and maintenance of high quality standards, safety, sanitation and cleanliness.

**Hours:** This position will require at least **35** hours of work per week, working on a full-time basis.

### **Duties and Responsibilities:**

1. Assist in the training of all Blind Duck Kitchen Staff in order to meet the standards of UTMSU and its subsidiary the Blind Duck /its partners.
2. Manage and maintain adequate inventory of supplies at the Blind Duck. Also maintain accurate stock levels to assist in achieving financial targets.
3. Control and manage food cost and portion sizes.

4. Ensure food quality, consistency and efficiency through volume for 100% customer satisfaction.
5. Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times. Ensures Occupational Safety Health Act, Municipal Health and Safety codes, and company safety and security policies are met.
6. Communicate well with senior management and staff through pre-shift meetings, memos and staff meetings.
7. Be directly responsible for the maintenance of the Blind Duck kitchen and its cleanliness. Ensure that any repair and maintenance needs are reported immediately.
8. Establish and maintain relationships with service/product suppliers with an emphasis on securing affordable and high quality products for UTMSU members.
9. Attend regular staff meetings when requested to do so by the Blind Duck General Manager or Head Chef and bring suggestions for improvement.
10. Responsible for assisting in training kitchen personnel in cleanliness and sanitation practices.
11. Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas.
12. Responsible for ordering food products according to predetermined product specifications and received in correct unit count and condition and deliveries are received in accordance with the restaurant's receiving policies and procedures.
13. Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures including checking and maintaining proper food holding and refrigeration temperature control points.
14. Ensure a healthy work environment based on mutual trust and respect.
15. Other related office, administrative, and clerical duties.

### **Qualifications and Required Skills:**

The ideal candidate must possess a friendly, yet assertive demeanor and should possess the following skills and experience:

- Adept knowledge of campus orientation, organizations, services and activities.
- Must have at least 3-5 years of kitchen experience
- Strong public and student service skills.
- Reliable, organized, professional and self-motivated.
- Proficient in MS Office and Adobe applications.

- Excellent organizational skills.
- Excellent communication skills – both written and oral.

**Assets:**

- Experience in Customer Service.
- Kitchen experience.
- Reliable, organized, professional and self-motivated.
- Proficient in problem solving, especially computer operations.
- Work well under pressure.

**COMPENSATION**

**Salary:** \$50,000, plus a comprehensive benefits package.

**Contact / Application Information:**

For more information on the position of InfoBooth Assistant, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and cc: [vpinternal@utmsu.ca](mailto:vpinternal@utmsu.ca). Please use the subject “**Application: Blind Duck Kltchen Staff**”.

**How to Apply:**

Please send your cover letter and resume by August 20th, 2023 - 11:59PM to the attention of Yongxin (John) Liang: [jobs@utmsu.ca](mailto:jobs@utmsu.ca).

**Interview:**

Only selected candidates will be invited for an interview.

- Your Students' Union  
University of Toronto Mississauga Students' Union  
Local 109 - Canadian Federation of Students

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