



POSITION: Prep Cook
DEPARTMENT: Food & Beverage, Kitchen
REPORTS TO: Sous Chef
STATUS: Hourly, Non-Exempt

ASM Global, the world's leading venue management and services company has an excellent and immediate opening for a Prep Cook at the Avenir Centre. This is a hands-on position assisting the Sous Chef and Executive Chef with the preparation of food for events by following approved recipes and maintaining the highest production standards.

AREA OF RESPONSIBILITY:

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- Complies with all quality standards, department rules, policies and procedures.
- Follow approved recipes and production standards.
- Prepare all meats, vegetables, proteins, starches and soups according to specific recipes or as instructed by Sous Chef and/or Executive Chef and adjust quantity for fluctuation in volume.
- Properly label and dates food items for storage.
- Maintain and organize storage rooms, refrigerators and freezers.
- Organizes freezer pulls as necessary.
- Minimize waste by controlling overage and usage.
- Educate and train seasonal kitchen staff on proper procedures and standards.
- Assemble and complete final production of hot and cold food items.
- Assist with plating of catered meals.
- Designs buffet food presentations.
- Maintains a clean and safe working environment.
- Perform other duties as assigned based on event needs.

EDUCATION AND EXPERIENCE

- Minimum high school diploma or GED.
- High School diploma or GED certificate.
- 1-year experience in a banquet facility preparing meals for large events.
- Two-year culinary degree or appropriate continuing education credits preferred.
- Three years of experience in a cook's position preferred.
- Hold proper Food handler's certification.
- Ability to function in a fast-paced, team-oriented environment.
- Commitment to exceptional guest service.
- Excellent communication skills.
- Proficiency in English required, proficiency in French preferred



AVAILABILITY

This position is part-time, primarily evening and weekend shifts, including holidays. All Food & Beverage scheduling is dependent on the Avenir Centre's events calendar.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have:

- Manual dexterity sufficient to chop, mix, blend, whip etc. a variety of foods and liquids.
- Ability to lift and carry up to 50lbs and operate dangerous kitchen equipment.
- Standing and walking for entire length of shift.
- Frequently required to reach up to 6-7 feet, twist at waist, bending and squatting.
- Pushing and pulling occasionally, to move equipment, mops and brooms.
 - Kitchen environment -- noise levels may be moderate to high
- Works frequently in a hot and damp environment.
- In contact with sharp knives, slicers, boiling liquids, hot pans, etc.
- Frequently immerses hands in water.

NOTE

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Applicants must be of legal age to serve alcohol.

TO APPLY

Please send resumes to:

Drew Hall
Executive Chef
dhall@avenircentre.com

Please ensure the subject line reads: **Prep Cook**
Only successful applicants will be contacted.