



## **JOB DESCRIPTION: KITCHEN STAFF**

***Certification Required: Food Handlers, WHMIS***

### **RESPONSIBILITIES:**

- Opening & closing of kitchen
- Execute preparing & cooking of all food items
- Comprehensive menu(s) knowledge
- Plate presentation: as directed by management
- Use of all kitchen equipment: Ovens, Fryers, Prepping Tools
- Prepping & portion control of all food products
- Creating daily features
- Wearing food standards apparel
- Light daily cleaning
- Maintaining highest levels of food safe handling
- Cleaning of dishes & equipment, fridges, freezers & dry storage
- Removal of garbage & recycling
- Restocking & rotating of stock
- Receiving and inspection of deliveries (i.e., food, cleaning supplies)
- Answering of phone (When servers are busy at tables, you are required to answer the phone)
- Use of POS system for clocking in & out

### **CUSTOMER RELATIONS:**

- Maintaining a clean work environment (open kitchen)
- Phone etiquette
- Full effort to accommodate any food allergies/dietary restrictions
- Showing respect & grace towards all customers
- Promoting positive relationships between the establishment & community

### **GENERAL:**

- Preventative maintenance (i.e., salting & shoveling of snow, removal & cleaning of all floor tripping or slipping hazards)
- Direct involvement & communication with all levels of management
- Training of new staff members
- Continuous industry learning and practices (i.e., trade shows, field trips, certification requirements)
- Positive interaction with all other employees
- Team support & cross over roles
- Take PRIDE in the establishment and your work



# JOB APPLICATION

Date: \_\_\_\_\_

## PERSONAL INFORMATION (Please Print Clearly)

<b>First Name:</b>	<b>Last Name:</b>
<b>Phone Number:</b>	<b>D.O.B.(M/D/Y)</b>
<b>Cell Number:</b>	
<b>Address:</b>	
<b>Email:</b>	

## EMPLOYMENT INTREST

<b>Position applying for:</b>
<b>Number of Hours expected:</b>
<b>Rate of pay expected:</b>

## CURRENT EMPLOYMENT

<b>Are you currently Employed?</b>	<b>YES</b>	<b>NO</b>
<b>Name of Company?</b>		
<b>Length of Employment?</b>		
<b>Date available to start?</b>		

## EMPLOYMENT HISTORY

Company:	Length of Employment:	Reason for Leaving:
Company:	Length of Employment:	Reason for Leaving:
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## AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A.M.							
P.M.							

## CERTIFICATES & AWARDS

Certificate(s), License(s), Award(s)	Date Received or Completed

## HOW DO YOU KNOW THE LOCKER


**Please rate yourself on the following, Scale of 1-5  
(1 being the lowest, 5 being the highest)**

Team Player	1	2	3	4	5
Independent Worker	1	2	3	4	5
Ability to multi Task	1	2	3	4	5
Time Management Skills	1	2	3	4	5
Customer Service Skills	1	2	3	4	5
Punctuality	1	2	3	4	5
Problem Solving Skills	1	2	3	4	5

REFERENCES		2 Work	1 Personal		
Name	Phone Number	Business	Relationship	Years Acquainted	
1)					
2)					
3)					

<b>Are You Bondable?</b>	<b>YES</b>	<b>NO</b>
<b>Do you have a valid drivers license?</b>	<b>YES</b>	<b>NO</b>

**TELL US ABOUT YOURSELF**

**What is the craziest thing you have ever done?**

**What is something you want us to know about you?**

**What is your proudest moment in life so far?**

**PLEASE READ & SIGN BELOW**

By signing below I am stating the information provided to be true, and accurate to the best of my knowledge. I understand the information I have provided will be kept confidential, and used only for the purpose of this job application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**From The Locker Management Team we would like to Thank You for your interest in our business.  
We will contact only those who are being considered for the position, to arrange an interview.  
Please attach your resume with this application.**

**NOTE:**

Applications can be emailed to thelockeratthefalls2019@gmail.com OR dropped off to bartender or on duty manager Mon - Fri 2pm - 5pm.