



EMPLOYMENT OPPORTUNITY

Food Services Representative IV - Back of House Prep

Full-Time, ASAP through October 15, 2022 (with the possibility of extension)

Hourly Rate: \$19.69 - \$25.99

The schedule varies according to season and activities at the Garden; daytime, weekend, and evening work are required. Must be available to work any day of the week, including Saturdays, Sundays, and statutory holidays.

The University of Alberta Botanic Garden is a stunning 97-hectare (240-acre) property 15 minutes southwest of Edmonton. We are an award-winning visitor attraction and the largest botanic garden in Alberta. The Garden's four strategic pillars support this connection: 1) Being a flourishing and diverse botanic garden, 2) Nurturing our communities, 3) Learning through discovery and 4) Cultivating transformational experiences. Our talented food services team creates daily in-house food offerings such as family-friendly lunches and elevated selections for events, including unique dining experiences. The team contributes to exceptional guest experiences in a beautiful, natural setting.

Reporting to the Guest Experience Manager, the Food Services Representative IV - Back of House (FSR IV) will support exceptional food services operations at the UofA Botanic Garden. The FSR IV is responsible for preparing the Garden's food offerings, including but not limited to the Patio Café, Twilight Picnics & event menus regarding food quality, delivery & profitability. The FSR IV will also ensure the efficient and profitable performance of the food services unit and the optimal utilization of staff and resources. Working alongside and in collaboration with the various Garden teams and working closely with the Facility Booking and Events team, the areas of responsibility also include:

DUTIES

- Responsible for the execution of food service functions
- Adherence to Alberta Health Services standards around food safety
- Responsible for kitchen sanitization and cleanliness of overall kitchen area
- **Standardizing food assembly operations for efficient preparation of a standardized, repeatable offering**
- Responsible for proactively managing food inventories and ensuring orders are placed and received
- Provides staff training, schedules, and assigns daily tasks to the food services to support staff in both the kitchen and patio cafe
- Manages food services staff and provides leadership
- The FSR IV ensures staff timesheet reports are accurately completed according to the payroll schedule.
- Ensuring food offerings cater to a variety of dietary restrictions
- Ensures adherence to UofA, Facility and Operations, and Botanic Garden Policies and Procedures
- Ensures compliance with Facility and Operations Health and Safety Policy
- Other duties as required

QUALIFICATIONS AND REQUIREMENTS

- 1-2 years experience in the food service industry (back of house)
- Solution-based - can-do attitudes
- Exceptional culinary skills and baking skills
- Knowledge of various dietary restrictions and diverse cultural menu
- An understanding and appreciation of local, fresh ingredients and suppliers
- Food Safety certification
- Ensures high-quality food standards
- Proper knowledge of kitchen equipment and maintenance
- Ability to establish and maintain a harmonious working environment
- Proven ability to maintain healthy team relationships
- Excellent communication and organizational skills



University of Alberta Botanic Garden
Located in Parkland County, 5 km north of Devon on Hwy 60
botanicgarden.ualberta.ca

- Excellent customer service skills
- Ability to multitask and prioritize to take direction & provide direction
- ProServe certification is an asset
- Flexible schedule required – will involve some nights and weekends
- Intermediate knowledge of Google Business Suite
- First aid and CPR are an asset

TO APPLY:

Send your resume along with a cover letter stating the position applied for to schaves@ualberta.ca

Posting will remain open until a suitable candidate is found.

We thank all applicants, however, only successful candidates will be contacted.



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