



SILVERTIP
CANMORE * ALBERTA

Second Cook

Reports to the:

Executive Chef

Summary:

The Second Cook at Silvertip Resort is an entry level position where you will learn specific kitchen techniques and proper food preparation that is required to uphold one of Canada's top resorts. This position will let you be a part of the daily operations whose goal is to provide memorable dining experiences for our guests. Duties include learning efficient food preparation skills, portion control, and proper equipment operation. As an employee at Silvertip Resort you will be responsible for maintaining a healthy and safe work environment for all fellow employees and our guests.

Great Staff Benefits:

- Staff Accommodation available
- Discounted: Golf Privileges, Staff Meals, Restaurant Meals, Golf Shop purchases

Every Employee at Silvertip Resort will possess the following Core Competencies:

- A team-oriented individual who strives to create a memorable guest experience.
- An individual who maintains high standards and thrives off of accomplishing tasks and achieving goals.
- An active listener who has a positive and responsive personality with the ability to make decisions and exercise independent and sound judgment.
- An individual who has a lifelong love for nature and is inspired to respect and promote the environment that surrounds you.
- An individual that has the belief that all workplace injuries are preventable and will maintain a healthy and safe environment.

Job Duties:

- Greet any fellow employees and guests you encounter with a smile.
- Keep all equipment and work areas clean and safe and in proper working order at all times.
- Assists in food preparation and execution of meals for outlets and banquets.
- Responsible for concessions prep and staff cafeteria food.
- Assist in proper breakdown procedures for banquets and staff cafeteria.
- Use manual and/or electric appliances to clean, peel, slice, and trim foods.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Keeps all refrigeration, storage, and working areas in clean working order by sweeping, mopping, wiping, and sanitizing
- Performs all duties of the Kitchen Helper as necessary such as prepping, cleaning and dishwashing.
- Ensures compliance with safe food handling, sanitation standards, and Health Department



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regulations.

- Removes garbage, cardboard and recycling.
- Follow opening and closing procedures.
- Take part in any fire or evacuation drills and ensure complete familiarization with all exits, including those normally used by guests, as well as fire escapes.
- Be continually aware of and maintain the highest standards of personal hygiene and dress.
- Attend meetings and training courses as required.
- Any other duties as assigned.

Requirements:

- Must be 18 years of age
- High school diploma or GED preferred
- Food Safe Certificate or equivalent
- WHMIS certificate an asset
- Knowledge of kitchen equipment an asset
- Previous kitchen experience an asset
- Has a high threshold for heat in a kitchen environment
- Ability to perform manual labour for extended periods of time
- Ability to work unsupervised
- Capable of operating equipment
- Able to work in a team environment
- Ability to remain calm and courteous in demanding and difficult situations
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Able to effectively communicate both verbally and in writing
- Able to work well under pressure
- Strong attention to detail
- Professional appearance and manners
- Strong work ethic and positive team attitude
- Ability to work flexible hours including early mornings and late evenings

Working Conditions:

- Working around dangerous equipment such as fryers, slicers, and grills
- Fast paced environment
- Able to stand for extended periods of time
- Overtime as required
- Lifting or moving up to 50lbs