

Position Title:

BOH Crew Member

Compensation Grade:

\$15.00 - \$20.00/hr

Full time and Part time available

Reports to:

Executive Chef, FOH Manager, BOH Manager

POSITION OVERVIEW:

The BOH Crew Member works under the supervision and direction of the BOH Manager and Executive Chef. BOH Crew Members duties revolve around assisting the BOH Manager and Executive Chef in preparation of food by chopping and washing vegetables, preparing, and cooking meats, arranging salads, sauces, and dressings. The BOH Crew Member ensures that the FOH Crew have adequate inventory available on the front food service line. The BOH Crew Member is also responsible for ensuring the cleanliness and sanitization of dishes, tableware, glassware, pots, pans, and utensils through manual and/or machine cleaning methods. Additionally, they are expected to keep the dishwashing area clean and safe. They also support the FOH Crew, serving customers during busy rush periods and to cover breaks.

PRIMARY RESPONSIBILITIES:**Prep and Food Service**

- Assist the Executive Chef & Supervisor by chopping vegetables and meats, and washing food items
- Ensure proper food handling in the preparation of all food items
- Communicate with FOH Crew to ensure adequate prepared food is available on the front food service line.
- Prepare food items according to pre-defined menu recipes and plating guides.
- Perform the opening and closing procedures for the Back of House.
- Ensure adequate inventory levels are available on the food service line and under fridge.
- Gather food ingredients from the refrigerator or freezer as required.
- Ensure food is stored away properly when not in use
- Study the menu and prepare ingredients ahead of schedule
- Learn about the cooking methods and techniques employed in the kitchen
- Assist and support the FOH with customer food service during FOH Breaks, Rush Periods or as assigned.

Cleanliness of Kitchen

- Maintain a clean and sanitary workstation, prep line, and cook line.
- Ensure kitchen equipment is used correctly, kept clean, and turned off each night.
- Ensure kitchen equipment and appliances are ready for use
- Clean, sanitize, and organize, the kitchen, & storage areas as assigned.
- Complete daily BOH opening and closing checklists as assigned.

Completing Manager/Supervisor/Crew Leader Assigned Tasks

- Execute food preparation tasks as assigned, including but not limited to, washing and chopping vegetables, preparing and cooking meats, arranging salads, sauces, and dressings.
- Assist in the preparation of catering orders as assigned.
- Complete BOH guides, checklists, trackers & procedure manuals as assigned.
- Receive inventory and store goods, in an organized manner, utilizing First In First Out (FIFO), as directed.

Adhering to Health and Safety Standards

- Adhere to WHMIS guidelines when using chemicals.
- Adhere to proper Food Handling guidelines in the storage, preparation, and service of food.
- Perform all duties according to kitchen safety guidelines and Occupational Health and Safety guidelines.
- Operate all equipment safely, and in the prescribed manner.
- Report all accidents, injuries, and incidents to Executive Chef.

POSITION QUALIFICATIONS:

a) Education

- High School diploma or equivalent
- Food Handler certificate, preferred

b) Experience

- Minimum of 1 year of food service experience.
- Minimum of 1 year of experience with knife skills, preferred

c) Skills and Abilities

- Strong communication skills
- Strong customer service and interpersonal skills
- Ability to work cooperatively in a team setting
- Knife skills and proficiency in handling other kitchen utensils
- Ability to receive feedback
- Ability to multi-task, and work in a fast-paced environment

d) Personal Characteristics

- Patient, with the ability to maintain a positive outlook under pressure.
- Tact and respect when interacting with all customers, co-workers, and suppliers.
- Punctual and flexible regarding work scheduling.

e) Physical and Mental Demands

- General kitchen environment, equipment, tools and utensils
- Potentially hazardous work environment (high heat environment, chemical usage, dangerous tools and equipment, burn hazards, slip hazards)
- Stamina required for prolonged periods of standing while performing tasks requiring physical strength and mental alertness
- High amount of hands-on work, walking, standing and heavy lifting up to 60lbs