

## KITCHEN HELPER

### Voyageur Grill

**Location:** Lac La Biche Campus  
**Position type:** Casual  
**Salary:** \$17.71 to \$18.90 per hour (plus 11.2% for vacation/holiday pay)

**Job number:** 23-GRILL-16-PC  
**Posting date:** March 29, 2023  
**Closing date:** Will begin reviewing resumes on April 6, 2023

### ABOUT THE POSITION

We're hiring a casual kitchen helper to work in the College's cafeteria, the Voyageur Grill. The ideal applicant is someone with kitchen experience and passion for providing excellent customer service experiences and who can listen and respond in a professional and courteous manner. Key responsibilities include:

- Assist lead cook with food preparation and other kitchen related duties.
- Maintain a safe and clean work environment.
- Prepare, maintain and monitor stock/inventory for product quantity and control.
- Perform front line cashier duties including handling cash, credit and debit purchases/refunds.
- Provide outstanding customer service: effectively manage complaints/concerns from customers and be proactive in seeking feedback from customers on their experience to improve service.

### QUALIFICATIONS AND EXPERIENCE

- Post-secondary diploma or certificate in Culinary Arts or related field is preferred. Preference will be given to applicants with previous kitchen/restaurant experience.
- Knowledge and training in proper food handling and sanitation procedures.
- Excellent customer service skills.
- Experience handling cash, debit and credit purchases using point of sale system.
- Ability to work effectively in teams and in a fast-paced environment.
- Ability to perform heavy lifting and other physical activity, including standing for extended periods of time.
- Ability to work flexible schedule.
- The successful applicant will be required to submit a police information check that meets with the satisfaction of the College.

### ABOUT THE COLLEGE

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

### HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**.

Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

