

## Corporation of the Town of Marathon

### POSITION DESCRIPTION

**Position Title:** Clubhouse Kitchen Lead

**Reports to:** Corporate Services Manager

**Position Description:**

To oversee the day-to-day operations of the clubhouse kitchen. Responsible for maintaining quality and consistency to ensure that menu items are prepared to the guidelines set in place and that our guests are receiving a pleasurable dining experience. Also responsible for booking tee-times, collecting fees and providing customer service to patrons.

**Responsibilities:**

1. Order and handle all stock and inventory items as needed and pick up supplies from local suppliers as required.
2. Supervise cleaning and straightening of work area and washing of equipment, ensuring proper sanitary procedures.
3. Provide day-to-day guidance to serving staff.
3. Coordinate with Community Services Manager in planning and implementing food menu for clubhouse operations including weekly meal specials and upcoming events/functions.
4. Prepare food items and direct/instruct Servers on how to prepare same as well as serve food and beverages.
5. Unpack, verify shipments with packing slips and store supplies in refrigerators, cupboards and other storage areas; keep records of the quantities of food used, monitor inventories and reorder as required.
6. Wash work tables, cupboards and appliances, remove trash and clear kitchen garbage containers, sweep and mop floors and perform other cleaning duties.
7. Monitor and enforce provisions of Municipal Alcohol Policy, Liquor Licence Act, Food Premises Regulations, etc.
8. Answer the telephone and record tee-off bookings.
9. Collect season and daily green fees and power cart trail permit fees.

8. Work in a safe manner in accordance with the Occupational Health & Safety Act and Regulations.
9. Ensure all staff is regularly made aware of any unsafe practices and/or situations witnessed by the Kitchen Lead or brought to the attention of the Kitchen Lead and that such unsafe practices and/or situations are documented with corrective action and the appropriate individuals are made aware of same.
10. Work cooperatively with others and accept direction from supervisors. Perform other related duties as assigned.

**Qualifications:**

- Minimum of one (1) year of post-secondary education or related experience (experience as a supervisor would be an asset);
- Valid standard first aid certificate;
- Valid driver's license and access to reliable transportation to pick up supplies from local suppliers, if required;
- Minimum of eighteen (18) years of age and completed Smart Serve training program and Food Handlers Certificate;
- Willing to work weekends and evenings
- Provide a criminal record name check satisfactory to the Employer

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_\_

02/26