



Toronto Pan Am Sports Centre Inc. is currently seeking a full-time **Line Cook and Catering Lead** to join our team!

The key accountabilities of the role include, but are not limited to:

Catering Lead Duties

- Assist the Head Chef/Assistant Manager in food preparation, and cooking and in their absence, solely perform these duties;
- Execute booked, ongoing, future and last-minute catering booking according to instructions and information as communicated by the Head Chef/Assistant Manager, Food Services via TPASC Event Quote;
- Act as the main point of contact during event with event organizer regarding food related inquiries, including requests for replenishing/adding hot and cold beverages, additional food items, etc. Inquiries of this matter, including last minute additions or special requests should be communicated and addressed to Head Chef/Assistant Manager and executed accordingly.
- Set up for events, carry trays, serve guests, replenish linen/food during the event and clean up at the events conclusion;
- Provide exceptional customer service and assist with all inquiries in a prompt and polite manner to ensure high level of guest satisfaction;
- Assist with product inventory and provide notification to the Head Chef/Assistant Manager, Food Services when items are running low;
- Work in cooperation with catering staff (including staffing agency) to run event smoothly. Catering Support is to help with preparation and executions of catering events.

Line Cook Duties

- Follow daily opening and closing procedures, as well as maintaining clean and safe environment during the shift, re-stocking, replenishing, and rotating products, checking inventory and sorting deliveries, and helping other franchises to prepare food items (pizza, deep fried items, etc.); and
- Use the cash register, debit/credit card terminal, handling cash, and process accurate payments.

General Duties

- Perform opening/closing duties for the department, including but not limited to following opening/closing checklists, counting floats, processing deposits, finding deficiencies, correcting and reporting them
- Be punctual, reliable and work in a fast-paced environment
- Maintain a strong customer-focused approach when responding to client inquiries;
- Take initiative, be proactive and when uncertain reach out to Head Chef/Assistant Manager for clarification;
- Adhere to health and safety standards at all times, including closing down at the end of the event, i.e. dismantling of tables set up, extra stock return to storage area, washing and

putting away of all dishes, pans, any serving equipment to be returned to the proper storage area;

- Ensure that all food handling practices are being used and comply with company and industry standards;
- Demonstrate high personal integrity, business ethics, and takes every opportunity to promote food and beverage services;
- Understand, support and adhere to Company policies, programs, and procedures;
- Comply with all legislative requirements (e.g. Occupational Health and Safety Act, Human Rights Code, Employment Standards Act, etc.); and
- Other duties as assigned.

The successful candidate will possess the following qualifications:

- Two (2) years of food prep and cooking experience, catering experience an asset;
- Culinary diploma or degree is an asset;
- Previous supervisory experience is an asset;
- Have a positive and friendly demeanor;
- Ability to lead a team;
- Ability to work quickly and efficiently;
- Excellent interpersonal communication skills;
- Strong work ethic;
- Smart Serve and Food Handlers Certification required; and
- Able to follow directions efficiently and meet the physical demands of the job and
- Must be able to work, days, afternoons, and evenings as well as weekends.

The successful candidate will be required to obtain a Vulnerable Sector Check as well as show proof of COVID-19 Vaccinations subject to any exceptions due to bona fide protected grounds under the Human Rights Code.

At the Toronto Pan Am Sports Centre Inc. We Can Offer You:

- A Comprehensive Benefits Package including Medical, Dental, Vision, Life, AD&D Insurance, Disability coverage, and Travel Insurance
- Employer RRSP Contribution
- Complimentary Fitness Centre Membership
- Training and Development including Education Assistance Reimbursement
- Employee Assistance Program
- Corporate Events
- Staff discounts on items such as mobility, clothing, events, etc.

How to Apply

Please submit your cover letter and resume by email to Mike Cassano, Head Chef, Assistant Manager, by May 31, 2022.

E-mail: mcassano@tpasc.ca

Our History

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility was the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. Toronto Pan Am Sports Centre delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness centre clientele. The building's 312,000 square-feet includes two internationally sanctioned 10-lane 50-metre pools, a world-class dive pool and dry-land dive training facilities, a four-court gymnasium, a rock climbing wall, an indoor running track, conditioning rooms, a high performance testing centre, studio spaces, and a state-of-the-art fitness centre for members. The Canadian Sport Institute Ontario (CSIO) is located at Toronto Pan Am Sports Centre and provides world-leading sport science and sport performance services. Toronto Pan Am Sports Centre opened to community users, University of Toronto faculty, staff and students, City of Toronto program users and high performance in September 2014. For more information visit www.torontopanamsportscentre.ca

Toronto Pan Am Sports Centre Inc. is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. Toronto Pan Am Sports Centre Inc. will provide, on request, accommodations for disabilities to support your participation in all of our Recruitment Process.

We thank all applicants that apply, however only those being considered for an interview will be contacted.

Toronto Pan Am Sports Centre
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