



Job Description

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| TITLE: | Kitchen Clerk | FIRST UPDATE : | Sunday, April 4, 2021 |
| LOCATION: | Store | LAST UPDATE : | Friday, April 2, 2021 |
| DIVISION : | Groupe Adonis inc | DEPARTEMENT : | Kitchen Department |
| LINE MANAGER: | Kitchen Manager | SALARY GRID: | 2 |
| SECTEUR: | Grocery store | JOB CATEGORY | Employee |

SUMMARY

The Kitchen Clerk works in collaboration with the members of his/her team, under the direction of the Department Manager. He/she respects food hygiene and safety standards, as well as health and safety regulations. He/she assists the chef in the preparation of ingredients by performing preliminary tasks in order to accelerate the production of meals.

SPECIFIC TASKS:

Health and Safety and Food Hygiene :

- Adhere to store dress and personal hygiene code;
- Adhere to safety standards and wear personal protective equipment as required;
- Follow food safety procedures as required by the department;
- Follow procedures to avoid contamination: hand washing, change of gloves, hair net, respect of colors for boards and knives, etc;
- Gather ingredients for different recipes;
- Weigh and prepare food;
- Wash, peel and cut fruits and vegetables;
- Frying products (Kebbe, rolls, etc.);
- Assist in the preparation of fillings for stuffed products;
- Pack, weigh, and label finished products;
- Perform opening and closing duties in the kitchen;
- Maintain equipment, displays and work area;
- Adjust machine settings for the production of different pita sizes;
- Change the size of the bags according to the type of pita produced;
- Other related duties as requested by the supervisor;

ELIBIGIBILITY CRITERIA

- Ability to express yourself in French
- Experience in a kitchen is an asset
- Good knowledge of the products sold

COMPETENCIES

- Focused on excellent customer service
- Demonstrate dynamism and positivism
- Team player
- Autonomous and resourceful
- Sense of responsibility and priorities

CONNECTIONS

The Kitchen Clerk works as a team with the members of his/her department.

Adonis welcomes and encourages applications from people with disabilities. Every effort will be made to provide accommodations requested by candidates taking part in all aspects of the selection process.