

JOB OPPORTUNITIES

Torngait Services Inc. (TSI) has job opportunities located in Hawkes Bay and Plum Point in the following areas:

1) Lodge Manager

Education and Experience Requirements:

- A University degree or college diploma in hotel/accommodation management or other related disciplines
- A minimum of 5-10 years' experience of management within the accommodation industry
- Experience with a unionized environment an asset

2) 1st Cook

Education and Experience Requirements:

- Red Seal Certification preferred
- 5+ yrs experience in a related field of work
- Food Safe Certificate Required

3) Baker

Education and Experience Requirements:

- Must have Red Seal Certificate as a Baker
- 5+ yrs experience in a related field of work
- Advance Food Safe Certificate Required

4) Assistant Sandwich/Salad Maker

Education and Experience Requirements:

- 1 year experience as Sandwich/Salad Maker in the hotel/restaurant industry
- Food Safe Certificate required

5) Camp Attendant

Education and Experience Requirements:

- Experience in a remote camp environment is an asset

Please send your resumes to vmacdonald@qalipu.ca



POSITION DESCRIPTION



POSITION: Lodge Manager

Career Ladder: _____ **Career Family:** _____

Career Level: _____ **Sub-Discipline:** _____ **Scale:** _____

Department: _____ **Cost Centre:** _____

Project & Location: _____

Supervisor: _____

Date Effective: April 2013 **Next Review Date:** _____

Description:

The Lodge Manager manages, plans, directs, controls, organizes, coordinates, evaluates, and leads the full range of business and operational activities within the camp under the direction of the General Manager. They are accountable for achieving the Lodge operational, administrative, and financial objectives through the application of well-developed skills in project management, assignment allocation, financial/resource stewardship and management, partnership building, and leadership in the execution of work.

Specific Accountabilities:

- Manages and directs a multi-disciplined support team supporting the needs of the customer at the Lodge.
- Coordinates and ensures the smooth and effective service delivery of functional groups such as food services, accommodations, information management systems, security, transport, facilities management, and various amenity services.
- Provides day-to-day liaison with customer site-management staff to ensure responsive, timely, and effective support to the operations and activities at the Lodge.
- Maintains situational awareness of all tasks, staff, and resources.
- Manages the timely preparation and submission of all internal and external reports and returns.
- Ensures effective orientation, training, coaching and rotation scheduling.
- Monitors the implementation of all functional services to ensure consistent, effective, and quality service.
- Conducts monthly quality audit inspections.
- Assists in the evaluation and development of policies, procedures and processes to enhance the delivery of services at the Lodge.
- Participates in the development of pricing and promotional strategies.
- Manages budgets and monitors revenues and expenses
- Resolves customer complaints.
- Actively involved in ensuring they are following safe and sound procedures and are adhering to government regulations as well as ATCO Structures & Logistics Health and Safety, policies and procedures.
- Ensure that the supervisors implement all QA Functions in each department throughout the lodge and take an active participation in the ISO 9001:2008 Quality Management Systems, following through with the Policies and compliances of ATCO Structures & Logistics as directed by Top Management.
- Other duties as assigned.

POSITION DESCRIPTION



Skills and Competencies

Education and Experience Requirements:

- A university degree or college diploma in hotel/accommodation management or other related disciplines.
- A minimum of 5-10 years experience of management within the accommodation industry.
- Experience with a unionized environment an asset

Reviewed by: _____ Date: February 2012
General Manager / VP Signature

POSITION DESCRIPTION



POSITION: 1st Cook

Career Ladder: _____ **Career Family:** _____

Career Level: _____ **Sub-Discipline:** _____ **Scale:** _____

Department: _____ **Cost Centre:** _____

Project & Location: _____

Supervisor: Executive Chef

Date Effective: _____ **Next Review Date:** _____

Description:

The 1st Cook is directly responsible to ensure that meals are prepared and served to the highest standard possible. The 1st Cook provides coverage of the Chef's position when he/she is out on rotation.

Specific Accountabilities:

- Covers for Chef during rotation
- Assist the Chef in managing food services in strict compliance with ASL Food Service Management Guides and Provincial and Federal Regulations
- Assists the Chef in the preparation of all foods to be served at the designated time
- Assist the Chef in the inventory control to assure proper minimum stock
- Order supplies in accordance with the population of the lodge
- Ensure that the meals are prepared and served to the highest standard
- Ensure that the kitchen staff completes their given tasks in a professional and timely manner
- Train workers in food preparation, service, sanitation, and safety procedures
- Assign duties, responsibilities, and work areas to ensure efficient service
- Inspect facilities or equipment for regulatory compliance
- Clean kitchen, utensils and equipment
- Actively involved in ensuring they are following safe and sound procedures and are adhering to government regulations as well as ATCO Structures & Logistics Health and Safety, policies and procedures
- Step in and replace Chef while on rotation
- Various other duties as assigned by management from time to time

Skills and Competencies

- Professional communication skills, oral, and written
- Strong organization and leadership skills
- Work well under pressure
- Effective problem solving skills

Education and Experience Requirements:

- Red Seal Certification preferred
- 5+ yrs experience in a related field of work
- Food Safe Certificate Required

Reviewed by: _____ Date: _____
General Manager / VP Signature

POSITION DESCRIPTION



POSITION: Baker

Career Ladder: _____ **Career Family:** _____

Career Level: _____ **Sub-Discipline:** _____ **Scale:** _____

Department: _____ **Cost Centre:** _____

Project & Location: _____

Supervisor: _____

Date Effective: _____ **Next Review Date:** _____

Description:

The Head Baker is responsible for the position is responsible for the planning and preparation of a large variety of baked good. The Head Baker will be reporting to the Chef, the Head Baker is responsible to maintain a safe, orderly and sanitized kitchen. Demonstrates this by example, using proper food-handling techniques.

Specific Accountabilities:

- Meet daily with Chef to discuss menu preparation and production strategy.
- Coordinate and be responsible for the daily preparation, production, handling, storage, rotation and serving of all baked items.
- Prepares and bakes all bakery items for menu and catered events following standardized recipes
- Ensure that all goods are prepared and served to the highest standards possible while maintaining cost control and ensuring products are used effectively.
- Ensure the correct amounts of products are ordered for the capacity of the lodge
- Insures bakery and equipment are maintained according to proper health and sanitation standards
- Teach and enforce safety regulations
- Demonstrate new cooking techniques or equipment to staff
- Sets excellent customer services and work examples.
- Actively involved in ensuring they are following safe and sound procedures and are adhering to government regulations as well as ATCO Structures & Logistics Health and Safety, policies and procedures.
- Various other duties as assigned by management from time to time.

Skills and Competencies

- Professional communication skills, oral, and written.
- Strong organization and leadership skills.
- Work well under pressure.
- Effectively solve problems

Education and Experience Requirements:

- Must have Red Seal Certificate as a Baker
- 5+ yrs experience in a related field of work
- Advance Food Safe Certificate Required

Reviewed by: _____ Date: _____

General Manager / VP Signature

POSITION DESCRIPTION



POSITION: Assistant Sandwich/Salad Maker

Career Ladder: _____ **Career Family:** _____

Career Level: _____ **Sub-Discipline:** _____ **Scale:** _____

Department: _____ **Cost Centre:** _____

Project & Location: _____

Supervisor: _____

Date Effective: _____ **Next Review Date:** _____

Description:

The Assistant Sandwich/Salad Maker is to ensure that the salads and sandwiches are prepared and served to the highest standard possible. To ensure that products are rotated properly and adequate amounts are prepared for the guest capacity.

Specific Accountabilities:

- To work safely with all of the equipment
- Daily meetings with the Chef to discuss sandwich and/or salad preparation and production strategy
- Maintain the daily preparation, handling, storage, rotation, and serving of all sandwiches/salads required to meet the kitchen demands
- To ensure that you leave your workplace in a clean and tidy condition
- Responsible for inspecting the equipment and food on a daily, weekly, and monthly basis
- To ensure that chemicals are ordered from the Chef properly
- Use all safeguards and safety equipment as provided and intended
- Actively involved in ensuring they are following safe and sound procedures and are adhering to government regulations as well as ATCO Structures & Logistics Health and Safety, policies and procedures.
- Other duties as assigned by management from time to time

Skills and Competencies

- Excellent people skills
- Able to work effectively and efficiently supervised or unsupervised
- Ability to prioritize and multitask
- Work well under pressure

Education and Experience Requirements:

- 1 year experience as Sandwich/Salad Maker in the hotel/restaurant industry
- Food Safe Certificate required

Reviewed by: _____ **Date:** _____
General Manager / VP Signature

POSITION DESCRIPTION



POSITION: Camp Attendant

Career Ladder: _____ **Career Family:** _____

Career Level: _____ **Sub-Discipline:** _____ **Scale:** _____

Department: _____ **Cost Centre:** _____

Project & Location: _____

Supervisor: Lodge Manager

Date Effective: _____ **Next Review Date:** _____

Description:

The Camp Attendant is responsible for the general housekeeping, linen cleaning, overall cleanliness, and maintaining hygienic conditions within the living units.

Specific Accountabilities:

- Maintain clean and hygienic conditions of the bedrooms, bathrooms, and kitchen units.
- Make beds, changes sheets, distributes clean towels and toiletries
- Wash, dry, and fold linens & towels.
- Assists in laundry as needed
- Dusts and vacuums all furniture and draperies.
- Sweeps, mops, washes, waxes and polishes floors.
- Pick up debris and empties trash containers
- Washes windows, walls, and ceilings.
- Actively involved in ensuring they are following safe and sound procedures and are adhering to government regulations as well as ATCO Structures & Logistics Health and Safety, policies and procedures.
- Ability to lift 25+ lbs
- Other duties as assigned.

Skills and Competencies

- Good organizational skills
- Ability to multitask
- Excellent people skills
- Good oral and written communication skills
- Ability to prioritize

Education and Experience Requirements:

- Experience in a remote camp environment is an asset

Reviewed by: _____ Date: _____

General Manager / VP Signature