



309 Belleville Street
Victoria, B.C., V8V 1X2

Line Cook – Pendray Inn and Tea House

The Pendray Inn and Tea House is a little 19th century gem, located in Victoria's beautiful Inner Harbour. Its Queen Ann Victorian architecture and its lovely gardens present a welcoming setting of elegance and splendour. Providing a boutique bed & breakfast experience with nine beautifully refurbished rooms, the Pendray Inn will have you travel back to a time of authentic Victorian charm and impeccable service. Carefully crafted traditional Afternoon Tea is served in our Tea House located on the main floor of the building. Our lovely gardens with sculpted topiary bushes, century-old roses, and outdoor amphitheatre, offer a haven of peace and tranquility to our guests and a popular site for weddings. The Pendray Inn is located adjacent to its sister property, the Huntingdon Manor Hotel, a charming 3-star independent hotel.

As a company, we value the essence of team synergy, as well as individual contributions which serve our customers. We believe that each employee contributes directly to the Company's growth and success. Our promise is to provide comfortable accommodations in a relaxed and inviting setting. We recognize the importance of our employees in achieving this and we will provide a positive working environment which encourages their loyalty, commitment, and hard work. We will strive to operate a hotel that is socially and environmentally responsible to our community, and our planet.

The Pendray Inn and Tea House is currently seeking a Full-Time line Cook to join its team at the Tea House.

Please email resumes to: Julia Canton, Operations Manager at julia@huntingdonmanor.com, or, apply in person at 330 Quebec Street, Victoria.

Job Description:

Reporting to the Executive Chef

Key Responsibilities:

- Set up stations and collect all necessary supplies to prepare menu for service
- Prepare a variety of food: meat, seafood, poultry, vegetable, and cold food items
- Arrange sauces and supplementary garnishes for allocated station
- Cover, date and correctly store all bits and pieces and food prep items
- Notify Chef in advance of likely shortages
- Serve menu items compliant with established standards
- Use food preparation tools in accordance with manufactures instructions
- Close the kitchen correctly and follow the opening and closing checklist for kitchen stations
- Maintain a prepared and sanitary work area at all times
- Keep the work area fresh all through the shift

- Make sure all storage areas are tidy and all products are stored appropriately
- Constantly use safe and hygienic food handling practices
- Returns dirty food preparation utensils to the appropriate areas
- Perform additional duties as assigned by Executive Chef
- Follow the policies and procedures as outlined in the Huntingdon Manor Employee Handbook

Job Type: Full Time – Permanent **Wage:** \$18.50 - \$19.50 per hour

We offer a “Stay and Work” accommodation program, sign-in bonus, comprehensive benefits package, complimentary lunch plan, family & friends discounts, and a fun and supportive environment to work in. Only applicants who are legally entitled to work in Canada will be considered.

Required Skills & Qualifications:

- Over 6 months of experience in food service and hospitality arena
- Highly skilled in setting up stations inside the restaurant
- Committed to practice, check, and strengthen food safety procedures
- Experienced in managing and upholding a safe working condition
- Able to re-stock all items as required all through shift
- Proven record of delivering outstanding customer service by preparing food items constantly and adhering to all recipe standards
- Demonstrated ability to converse clearly and efficiently with patrons and staff
- Good math and written communication skills
- Track record of working in a flexible timetable based on employer’s requirements
- Possess Food Safe Level 1 certificate
- Proficient in maintaining a safe working environment utilizing food safety plan
- Track record of working efficiently in a fast-paced environment

All employees at Huntingdon Manor Hotel and Pendray Inn and Tea House are required to be fully vaccinated against COVID-19. A comprehensive COVID-19 Health and Safety plan is in place.