



Ottawa Tennis Club Job Description

Position: *Kitchen Supervisor*

Reports To: Assistant Kitchen Manager, Head Chef and Hospitality Manager.

Remuneration: \$22.00-\$23.00 per hour (plus 4% vacation pay) based on experience. Also part of the top pooling.

Contract: ASAP to October 17, 2026

Schedule: Casual Hours from date of hire to October 5, 2026. May need to work Evenings, Weekends and/or Holidays. Can supplement hours with Line Cook Position to make this post up to full time hours.

Job Summary:

As kitchen supervisor, you will assist the Head Chef and Assistant Kitchen Manager in managing the kitchen operations at the Ottawa Tennis Club's restaurant, The Cameron. You will assist in overseeing food preparation, ensuring high-quality dishes, and maintaining a clean and efficient kitchen. Working closely with the kitchen team, you will contribute to a dining experience that complement the club's exceptional standards and welcoming atmosphere.

Responsibilities:

- Assist the Assistant Kitchen Manager and Head Chef in planning and supervising daily kitchen operations.
- Lead by example, fostering a positive and collaborative work environment.
- Prepare, cook, and present high-quality dishes that meet the restaurant's standards.
- Monitor food preparation and cooking processes to ensure quality, consistency, and timeliness.
- Work collaboratively with the front-of-house team and Management to ensure seamless service and customer satisfaction.
- Assist in inventory management, including ordering, receiving, and safely storing ingredients.
- Address kitchen-related issues promptly and professionally to maintain operational efficiency.
- Conduct regular inspections of kitchen equipment and notify management of maintenance needs.
- Ensure compliance with food safety, sanitation, and hygiene regulations.
- Maintain a clean, organized, and safe kitchen environment.
- Close and open the kitchen to a very high degree of consistency and quality

Qualifications

- Proven experience in a professional kitchen, preferably in a supervisory role.
- A culinary diploma or equivalent certification is preferred.
- Valid food handlers' certificate
- Strong understanding of food safety and sanitation practices
- Excellent leadership and team management skills.
- Ability to thrive in a fast-paced, high-pressure environment.
- Solid knowledge of food preparation techniques, inventory management, and kitchen operations.
- Effective communication and interpersonal skills.
- Physical ability to stand for extended periods and lift heavy items when needed.
- Flexibility to work evenings, weekends, and holidays as required.

OTLBC VALUES

Respect – OTLBC believes that its members, staff and volunteers should treat each other respect and courtesy and can expect to be treated by others in this same manner. This means refraining from using coarse language, raised voices, making personal attacks on the individual or using any physical or verbal means of intimidation. ***You can disagree without being disagreeable.***

Sportsmanship – OTLBC members, staff and volunteers believe in fair play both in recreational, competitive and social activities at the club. This means abiding by the club policies and court booking rules (not double booking or trying to find a way around the booking rules to extend your play while others are waiting their turn), not cheating and giving your opponent the benefit of the doubt during play and competition.

Honesty & Integrity – OTLBC staff, membership and its volunteers commit to being honest, accountable and transparent in their conduct. This means individuals refrain from playing regularly until their membership is fully paid, members and staff openly discuss and share feedback in a constructive manner focusing on how things can be improved rather than trying to lay blame.

Fun – OTLBC believes in fostering an environment where sport, leisure and social activities are fun, positive and lead to sense of wellbeing and self-confidence. This means that staff, volunteers and members are acknowledged for keeping it light and fun while appreciating and celebrating each other's participation in the club's social life.

Volunteerism – OTLBC promotes and encourages volunteerism as it foster's a sense of pride among members and increases their engagement in the club. It also strengthens the capacity of the club to provide more services while providing volunteers with an opportunity to develop and contribute. This means that members contribute voluntarily where they can without promise of any personal gain and staff and management support these volunteer efforts to the best of their ability and being mindful of other club activities/events that may cause conflict.

Inclusiveness – OTLBC staff, volunteers and members share a common desire to create a welcoming and inclusive environment where people can enjoy the facilities, participate in events, and develop meaningful relationships. This means that members, staff and management encourage participation in all events and activities, engage with other members (especially new ones) and offer support or assistance to those who need it. ***"Inclusion is a process of identifying, understanding and breaking down barriers to participation and belonging."***