



Ottawa Tennis Club Job Description

Position: *Seasonal Line Cook*

Reports To: Lead Line Cook, Sous Chef, and/or Head Chef

Remuneration: \$18.00-21.00 (depending on experience)

Schedule: 15-30 hours per week (Hours include working in the evenings, and on weekends)

Start Date: ASAP

End Date: October 12, 2026

Job Summary:

As a Line Cook at the Ottawa Tennis Club, you will be an essential part of the kitchen team. You will be responsible for preparing and cooking meals efficiently and consistently during evening shifts. This role requires culinary expertise, the ability to work in a fast-paced environment, and a strong commitment to food safety and cleanliness.

Responsibilities:

- Prepare and cook menu items to order in a fast-paced kitchen environment.
- Work in various stations (grill, fry, salads, etc.) and assist in all kitchen functions as needed.
- Ensure dishes are prepared and presented according to established recipes and quality standards.
- Maintain a clean and organized work area, including the cleaning of kitchen equipment and utensils.
- Monitor food inventory levels and assist in stock rotation to ensure food freshness and minimize waste.
- Assist in receiving and inspecting food deliveries, ensuring products meet quality standards.
- Ensure that food is cooked to order, within time constraints, and at the proper temperatures.
- Adhere to food safety and sanitation standards.
- Communicate effectively with the kitchen team to ensure smooth service and timely meal delivery.
- Contribute to the overall smooth operation of the kitchen and provide support during busy shifts.

Qualifications

- 2 years of experience as a Line Cook, preferably in a high-volume kitchen environment.
- Valid Food Handler's Certificate
- Ability to work efficiently and calmly under pressure, with strong attention to detail.

- Strong understanding of cooking techniques and kitchen equipment.
- Familiarity with food safety and sanitation regulations.
- Ability to follow recipes, portion sizes, and plating guidelines accurately.
- Excellent communication and teamwork skills.
- Strong organizational and time-management skills to manage multiple tasks during busy shifts.
- Physical ability to stand for extended periods, lift up to 50 pounds, and work in a hot kitchen environment.

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."***