



BAKER

Civeo is currently looking to fill a position for a Baker at our site located near Fort McMurray. The successful candidate will bake and prepare fresh products daily in addition to acting as a first cook while not baking. When acting as a first cook, the baker will cook a wide variety of foods, develop meal plans, inventory and grocery orders, provide direction to kitchen staff, and ensure the highest quality of food and baking possible. Duties will include meal preparation, supervisory tasks, inventory, administrative tasks, safety and teamwork. Reporting to the Executive Chef, the successful candidate will work a 20 days on and 10 days off rotation.

Key Responsibilities

The responsibilities include, but are not limited to:

- Bakes breads, rolls, muffins, pies, pastries, cakes and cookies for each daily meal
- Prepares fillings, cuts and forms dough
- Prepares batters from scratch
- Frosts and decorates cakes and other baked goods
- Preparation and production of menu items
- Ensure daily production levels are met
- Ensure all daily, weekly and monthly cleaning lists are completed
- Ensure food quality, food safety and service standards are met and maintained daily
- Adhere to safety policies and procedures by following company Safe Work Practices and Standard Operating Procedures
- Acts as a first cook as required
- Perform other tasks as assigned

Supervisory Tasks

- Responds to client and staff inquiries or complaints and resolves problems
- Supervise kitchen staff
- Enforces Civeo policies and procedures
- Participates in tailgate meetings
- Ensures cleanliness of kitchen and dining area

Inventory

- Ensures ten days of food is on hand at all times
- Maintains inventory and records of food, supplies, equipment and costs
- Orders stock and rotates groceries using First In First Out method (FIFO)
- Unpacks and stores supplies in refrigerators, cupboards and other storage areas
- Performs inventory weekly, at year end on November 30, when moving sites or shutting down



Administrative Tasks

- Receives and submits staff time sheets
- Reports all accidents and injuries and fills out a Field Level Risk Assessments (FLRA)
- Fills out Incident/Injury Reports, as needed
- Marks down meal temperatures during meal service, fridge and freezer temperatures and steam table temperature before each meal on Temperature Log

Qualifications

- Red Seal Certification is required.
- 4+ year's food service experience as a 1st Cook preferably in a remote environment.
- CCC designation an asset.
- Food Safety certification valid in the province of Alberta for the duration of your employment is mandatory.
- Advanced Food Safety certification is preferred.
- First Aid Certification is preferred.

Deadline for submission is October 11,, 2017 at 4:30 pm.

Candidates selected for an interview should expect behavioral based questions and be prepared to answer within the context of past situations or experiences using education, employment history and interest in the job and company. When applying please reference the position you are applying to in the subject line or your email, fax or cover letter

Should your qualifications meet the criteria, please submit your resume and

Cover letter to:

Human Resources

Fax 780 469 9935

Email resumes@mesg.ca