

LOWER SIMILKAMEEN COMMUNITY SERVICES SOCIETY



Job Title: Cook

Equivalent Benchmark: 80201 - Cook 1 **Classification Grid:** 9

Immediate Supervisor: Housing Coordinator

Job Summary:

Prepares and serves meals, and provides direction to food service workers, clients, and/or volunteers.

Typical Functions and Responsibilities

1. Prepares and serves meals and snacks in accordance with established menus and recipes, by performing duties such as planning food preparation and cooking schedules cooking, roasting, grilling, baking, testing for palatability, and carving. Modifies and adjusts established menus as required.
2. Provides direction to food service workers, clients, and/or volunteers, and monitors and assists as required.
3. Performs inventory control duties such as storing and rotating food and supplies. Orders food using internet-based tools, and maintains ordering list.
4. Performs cleaning duties such as cleaning food preparation equipment, sweeping and mopping floors, cleaning sinks and counters, cleaning kitchen and storage areas such as walls, ovens, and freezers, and removing garbage.
5. Washes, scrubs, and rinses pots, pans, dishes and utensils by hand, dishwasher, and/or pot washer.
6. Monitors functioning of equipment, and reports malfunctions and maintenance and repair requirements to Housing Coordinator.
7. Receives supplies, checks invoices against orders and goods received, stores supplies, and updates inventory records. Refers problems to supervisor.
8. Completes and maintains related records and documentation such as recipes and records of client preferences, allergies, and special dietary needs, menu plan substitutions, wastage.
9. Performs other related duties as assigned.

Qualifications

Typical Education, Training, and Experience

- Grade 12
- Professional Cook Training Certificate
- Certificates in First Aid and Food Safe
- Recent, related experience of six months

Or an equivalent combination of education, training, and experience

Or other Qualifications determined to be reasonable and relevant to the level of work.

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to organize and prioritize
- Proficient Computer Skills