

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 snacks in accordance with established menus, recipes, and food safety standards. The Cook supports the daily operation of the kitchen by organizing food preparation, maintaining a clean and safe work environment, monitoring supplies and equipment.

Typical Functions and Responsibilities

1. Prepares and serves meals and snacks in accordance with established menus and recipes. Duties include planning food preparation and cooking schedules; cooking, roasting, grilling, baking, testing for palatability, and carving foods; and modifying or adjusting established menus as required.
2. Provides direction to food service workers, clients, and/or volunteers, and monitors and assists with related duties as required.
3. Performs inventory control duties, including storing and rotating food and supplies, ordering food using internet-based tools, and maintaining ordering lists.
4. Performs cleaning duties, including cleaning food preparation equipment; sweeping and mopping floors; cleaning sinks, counters, kitchen and storage areas, 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 the functioning of kitchen equipment and reports malfunctions, maintenance needs, and repair requirements to the Housing Coordinator.
7. Receives supplies, checks invoices against orders and goods received, stores supplies appropriately, and updates inventory records. Refers concerns or discrepancies to the supervisor.
8. Completes and maintains related records and documentation, including recipes; client preferences, allergies, and special dietary needs; menu plan substitutions; and food wastage.

9. Performs other related duties as assigned

Qualifications

Typical Education, Training, and Experience

- Grade 12 education.
- Professional Cook Training Certificate (or equivalent experience).
- Valid **Food Safe Certificate** and **First Aid Certificate**.
- Minimum **six months of related experience** in a commercial or institutional kitchen.
- Strong organizational skills and ability to work independently.
- Physical ability to meet the demands of the role (lifting, standing for extended periods).

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 clearly and effectively, both verbally and in writing.
- Ability to work respectfully and effectively with residents, staff, volunteers, and community members.
- Physical ability to carry out the duties of the position, including standing for extended periods and lifting as required.
- Ability to safely operate kitchen equipment and other related tools.
- Ability to organize work, manage time effectively, and prioritize tasks in a busy kitchen environment.
- Proficient computer skills, including the ability to use basic digital tools for ordering, records, and communication.