

Canadian Mental Health Association Shuswap/Revelstoke Branch

Job Description:

Job Title:	Cook
Work area:	Cedar Place
Areas of Responsibility:	540 – 3 Street SW
Reports to:	Manager of Supporting Homefulness & Program Coordinator -Cedar Place
Bargaining Unit:	HEU, Community Sub-sector
Classification:	Cook 1 – Grid 09, Benchmark 80201
Developed:	September 2021

Job Summary

The Cedar Place Cook will provide quality and timely meals to the residents of Cedar Place. The Cook will strive for minimal waste, high nutritional value, and increasing efficiencies while ensuring a safe and healthy kitchen environment that complies with Food Safe Guidelines, established food budgets and nutritional recommendations.

Typical Duties and Responsibilities

- Prepares and serves meals in accordance with established menus and recipes, by performing duties such as food preparation and cooking schedules, cooking, roasting, grilling, baking, testing for palatability, and carving.
- Performs inventory control duties such as storing and rotating food and supplies.
- 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.
- Washes, scrubs, and rinses pots, pans, dishes, and utensils by hand, dishwasher, and/or pot washer.
- Monitors functioning of equipment, and reports malfunctions and maintenance and repair requirements to Program Coordinator – Cedar Place.
- Completes and maintains related records and documentation such as recipes and records of resident's preferences, allergies, and special dietary needs.
- Performs other related duties as assigned.

Qualifications

- Grade 12
- Valid Class V BC Driver's License
- Professional Cook Training Certificate
- Certificates in First Aid, Food Safe and WHIMIS
- 6 to 12 months of recent and related experience or an equivalent combination of education, training, and experience

Typical Skills and Abilities

- Ability to work independently and in cooperation with others
- Ability to establish and maintain a positive rapport with residents and team members
- Ability to communicate effectively, both verbally and in writing
- Ability to plan, organize and prioritize
- Must be agreeable to a flexible work schedule (days, evenings, and weekends)
- Ability to meet the physical demands of the position, including but not limited to:
 - Lifting heavy items up to 50-lbs
 - Standing for extended times
 - Bending, twisting, driving, etc.
 - Other aspects of a kitchen environment (heat, cold, fast paced nature, etc.)