

**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 3 – Grid 13, Benchmark 80230
Developed:	January 2022

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**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**

- Plans and develops recipes including special diets such as celiac, diabetic, lactose intolerant, and vegetarian.
- Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, maintaining timekeeping and attendance records. Resolves staffing problems including calling in staff to ensure appropriate staffing levels.
- Performs administrative duties such as estimating food and supply requirements based on menus and minimum/maximum inventory levels, placing purchase orders with external suppliers, receiving supplies, checking invoices against orders and goods received, storing, and distributing supplies, and contacting suppliers to obtain and provide information and to investigate invoice anomalies and damaged shipments.
- Develops a menu that is in line with the budget and updates it as needed based on costs, requests, and efficiencies.

- Prepares and serves meals and snacks by performing duties such as planning food preparation and cooking schedules, cooking, roasting, baking, grilling, carving, and testing for palatability.
- Modifies and adjusts established menus as required.
- Provides direction to clients and volunteers and monitors and assists as required.
- 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
- Three years 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.).