



## **Casual On-Call Second Cook, Prep Cook**

### **Job Objective:**

Under the direction of the Chef (who is responsible for the kitchen, menus, ordering food), implements menu plans by preparing and cooking all meals and snacks. Oversees the operation of the eating and cooking facilities in the absence of the Chef. In the absence of the Chef, acts as supervisor to the Second Cook and Prep Cook. Liaises with the Shift Coordinator in the management of staff performing food support services such as setting, serving and cleaning. Is directly responsible for the kitchen operations and prioritizes the day-to-day production requirements when the Chef is not in the kitchen. Ensures all meals are cooked to the highest standards and served at the proper time.

### **KEY JOB FUNCTIONS & RESPONSIBILITIES:**

- To contribute in providing a safe and stable environment for all residents and staff;
- Directly executing meals and snacks under the supervision of the Chef and Lead Cook in accordance with safety and health standards, according to nutritional guidelines as set out in the Canada Food Guide for Healthy Eating;
- Prepares food including, but not limited to: washing, peeling, cutting vegetables and fruit, grate cheese, prepares and cooks and/or assists with preparation of entrees, soups, side dishes, baked goods;
- Receives, itemizes and stores fresh and dry goods, reports to Chef any supplies that are poor or unacceptable quality;
- Ensures compliance with all FoodSafe guidelines in the handling and storage of all food supplies;
- Interacts with residents with sensitivity to individuals' ethnic, spiritual and life-experiences.
- Follow uniform and appearance guidelines;
- Properly store leftovers at the end of each meal;
- Cleans and sanitizes kitchen, washing pots and pans between meals;
- Occasionally special events may occur in the Centre which will require your flexibility to participate and facilitate;
- Checking and recording hot food temperatures;
- Able to occasionally fill the role of Lead Cook as required.

Other related duties as may be required.

### **LEGISLATION, MANUALS, POLICIES AND PROCEDURES WHICH DIRECTLY AFFECT THE PERFORMANCE OF THE ABOVE DUTIES:**

Policies & Procedures Manual;

The Collective Agreement;

WHMIS – Workplace Hazardous Materials Information System.

## **MINIMUM QUALIFICATIONS REQUIRED FOR POSITION:**

### **A. EXPERIENCE**

Minimum two years' experience in quantity food preparation (eg. Institutional, commercial, military), one of which must be in a supervisory capacity.  
Or an Equivalent combination of education, training, & experience.

### **B. EDUCATION AND TRAINING**

Grade 12 education;  
Graduation from a recognized program in institutional or residential quantity cooking.

### **C. SKILLS AND ABILITIES**

An ability to function effectively within the Constitution and Bylaws of the Organization;  
An ability to communicate and relate effectively, respectfully, supportively and non-judgmentally with seniors, their families and friends and with staff and volunteers;  
An ability to respond effectively and calmly in crisis situations;  
An ability to lift up to 30lbs regularly and 50lbs occasionally;  
A positive and upbeat personality;  
An ability to be self-motivated and display initiative;  
Ability to model acceptable ethical standards;  
An ability to work independently;  
An ability to prioritize;  
Proven ability to be reliable and punctual;  
Proven ability to cook from scratch;  
Must have knowledge and experience in cooking techniques for designated menu items;

### **D. CERTIFICATION/LICENSING**

Criminal Record Check clearance  
Current First Aid (updated every 2 years)  
Current Food Safe Certificate (updated every 5 years)

## **VALUED ASSETS:**

Red Seal or other cooking school certification  
Fire Safety Training

**Wage:** \$16.48 and \$14.41, per hour plus 9.8% in lieu of benefits

**Status:** Relief

**Position Start Date:** Immediately

This position requires Union Membership – BCGEU Local 301

This position is open to both male and female applicants