



CATEGORY: JOB DESCRIPTION

JOB TITLE: **COOK**

CATEGORY NUMBER: JD-708-08

Report to: Lodge Manager

Hours of Work: Full time or otherwise designated by the Manager

Probation Period: Sixty (60) shifts

Position Summary:

- The Cook plans and prepares meals in accordance with the Lodge Minimum Standards and all applicable Acts & Regulations.

Duties and Responsibilities

- It is the responsibility of the Cook to maintain a professional relationship with the residents of the lodge by performing the duties identified for this position in a courteous, efficient manner.
- Participates as part of the staff team to ensure that a high standard of services are provided for the residents.
- Responsible for the health and safety of the residents in the lodge.
- Adhere to and participate in the Health and Safety Procedures and Policies of the Foundation, and perform all tasks in a safe and efficient manner.
- Meal planning and the preparation of food as per rotating menu.
- Supervises all kitchen staff.
- Responsible for ensuring the general organization and cleanliness in the kitchen including walk-in cooler, freezer, storage areas, etc...
- Orders food supplies through the Manager.
- Responsible for following the budget guidelines and the inventory of all consumable and non-consumable dietary supplies.
- Responsible for ensuring proper operation and condition of equipment, etc. in the preparation and serving areas.
- To follow and accomplish the list of duties identified for the cook position in the facility in which they work.
- Notifies the Manager of any changes or concerns in the resident's eating habits.

- Responsible for ensuring the proper storage of perishable and non perishable food items, including documentation of refrigeration temperatures.
- Reports to the Manager any extraordinary circumstances which may create an emergency situation (i.e. a resident's absence from meals, faulty equipment, etc.).
- May be required to assume responsibility of the Lodge upon request of the Manager &/or Chief Administrative Officer.
- Follows defined lines of communication.
- Other related duties as assigned and/or required.

Qualifications:

- Must be pleasant and sincere in dealing with the residents as well as staff members, to provide a warm, homelike atmosphere.
- Background and proven ability in the food service area.
- Must maintain a high standard of personal hygiene.
- The ability to organize and supervise support staff.
- Good communication skills.
- Must have Food Safe Certification.
- Formal education in the food service area would be beneficial.