



**NORTH PEACE HOUSING FOUNDATION**

**Job Description**

**Cook**  
**Last Revised Date: 14 APR 2014**

### **Job Summary**

The Cook position reports directly to the Accommodations Manager and is responsible for the overall coordination, monitoring and delivery of food services within the lodge, ensuring that all food services are delivered in an effective and efficient manner, according to established North Peace Housing Foundation policies and procedures, and in compliance with all applicable legislation. The Cook will plan and prepare (client & staff) meals which are well-balanced, aesthetically pleasing and nutritious

### **Hours of Work/Conditions**

Cooks work a 10-hour shift (typically 07:30 to 18:00) seven days per week on a 6-week rotating shift cycle.

### **Duties and Responsibilities**

- Responsible for meal planning and preparation as per the approved menu
- Responsible for ordering and inventory control of food, utensils and other items/equipment in the food preparation and serving areas
- Regularly monitors and controls consumption to minimize waste
- General organization and cleanliness of the kitchen area, including coolers, freezers, storage areas, etc.
- In conjunction with others, prepares food for picnics, birthday celebrations, special events & functions, which may include altered work hours
- Serves as part of the staff team to ensure a high standard of services are provided for the residents
- Maintain a safe and pleasant work environment, follow safety regulations and actively contribute towards a safe workplace

### **Knowledge, Skills and Abilities**

- Must be able to communicate (read, write, speak and comprehend) in the English language at a Grade 10 level; competency test may be required
- Must possess strong organizational and time management skills, with the ability to multi-task
- Proven job reliability, diligence, dedication and attention to detail
- Self-motivated with a strong sense of responsibility
- Capable of using independent judgement/solid decision making skills, sometimes in an emergency situation
- Ability to work independently and as part of a team
- Ability to accept and promote change
- Must have a warm personality and a sincere desire to work with seniors; adaptable according to their changing needs
- Ability to perform routine, repetitive tasks on a continuous basis
- Ability to lift up moderately heavy (up to 12 kg) and move heavy objects (up to 25 kg)
- Must be free of all communicable diseases and must maintain good personal hygiene at all times

### **Qualifications**

#### **Cook I**

- Background and proven ability in the food service industry
- Current certification in Basic First Aid, Safe Food Handling and WHMIS
- Computer skills considered an asset

#### **Cook II**

In addition to above qualifications must hold a two-year diploma or certificate from a recognized cooking school.

I acknowledge that I have reviewed and understand the job description for the position of Cook. I understand that the job description may be modified from time to time according to operational needs as circumstances require. I agree to work according to the job description.

\_\_\_\_\_  
Employee Name (Print)

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Employee Signature

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Date Signed