
KIWANIS VILLAGE NANAIMO

POSITION DESCRIPTION: COOK - HOUSING
DEPARTMENT: SUPPORT SERVICES
REPORTS TO: COORDINATOR, FOOD SERVICES

ROLE SUMMARY:

Positions at this level prepare assigned food items by methods such as roasting, frying, grilling, steaming, poaching, boiling and baking under the direction of the Coordinator, Food Services

DUTIES AND RESPONSIBILITIES:

1. Prepares assigned menu items by following established menus, recipes and quantity quotas, determines ingredients and quantities required and assembles ingredients and equipment required for cooking.
2. Plans cooking schedule to minimize time between completion of cooking and serving.
3. Cooks and seasons assigned food items such as soups, sauces, salads, meats, fish, poultry, and desserts by methods such as roasting, frying, grilling, steaming, poaching, boiling and baking; tests food items for palatability and temperature and adjusts accordingly.
4. Carves food items such as meat and poultry and controls portioning of food items to ensure recipe yield meets assigned quantity quotas. Maintains established food rotations in storage in order to minimize spoilage and waste.
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6. Performs other related duties as assigned.

QUALIFICATIONS:

A. Education, Training and Experience

Graduation from a recognized program in quantity cooking or an equivalent combination of education, training and experience.

Current Food Safe Certificate

B. Skills and Abilities

1. Ability to communicate effectively both verbally and in writing
2. Ability to deal with others effectively
3. Ability to physical ability to carry out the duties of the position
4. Ability to organize work
5. Ability to operate related equipment