

KIWANIS VILLAGE NANAIMO

POSITION DESCRIPTION:	COOK 1
DEPARTMENT:	SUPPORT SERVICES
CLASSIFICATION:	Cook 1, Cook 1, 20101
GRID:	17
REPORTS TO:	COORDINATOR, FOOD SERVICES

ROLE SUMMARY:

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

DUTIES AND RESPONSIBILITIES:

1. Prepares assigned menu items by following established menus, recipes and quantity quotas, determine ingredients and quantities required and assembling 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 and therapeutic diet items such as soups, sauces, salads, meats, fish, poultry, desserts by methods/procedures such as roasting, frying, grilling, steaming, poaching, boiling and baking; tests food items for palpability 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. Portions out menu items as per the Dietary sheets.
5. Maintains established food rotations in storage in order to minimize spoilage and waste.
6. Assigns tasks to Food Service Workers.
7. Performs other related duties as assigned.

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QUALIFICATIONS:

A. Education, Training and Experience

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

Current certification in Food Safe

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