

COOK

<p>A. Position Summary</p> <p>Reporting to the Head Cook and ultimately the Manager, this position is responsible for the operation and supervision of the kitchen and kitchen staff.</p>	<p>B. Qualifications</p> <p>Degree and/or proven ability in the food service area. Strong supervisory abilities, ability to organize and excellent communication skills. Aspen Health Services Food Handler's Course, Security Check, WHMIS and First Aid.</p>
--	---

1. Job Purpose

The Cooks role is to administer the operations in the Kitchen in the absence of the Head Cook. This includes overseeing the team to ensure all Regulations and Standards are adhered to, assisting with the maintenance and control of inventory, providing input in menu planning and implementation, food production and supervision of staff. The Cook will ensure that the kitchen provides a consistently superior dining experience for our residents, as directed by the Head Cook.

2. Responsibilities

Display professionalism in ability to organize and supervise staff and kitchen. Must demonstrate good communication skills and be pleasant and sincere in dealing with residents and staff. Provide service in a professional manner assuring that resident's requests are met within the guidelines set up by the Lodge.

1. Regulations and Standards

Be responsible for ensuring the Foundation policies, procedures, guidelines and rules and regulations are followed. Implements correct procedures for:

- Resident health and safety
- Building security and safety
- Infection Control

- Equipment operation and cleaning
- Documentation of Daily Report & Resident Reports
- Ensure all legislation guidelines are followed (e.g. WHMIS labelling etc.)
- Lakeland Lodge and Housing Policy & Procedure
- Kitchen sanitation and safety
- Food handling, preparation and distribution

Ensure that current practices meet or exceed the guidelines provided by the Lodge thru the Head Cook and as governed by the health authorities' regulations and the minimum requirements for Lodge Operational Standards.

2. Food Inventory

Maintain food inventory control systems:

- Assist the Head cook in determining supply requirements to meet daily menu needs
- Monitor incoming supplies for quality and quantity, report deficiencies to the Head Cook
- Note food shortfalls and report to head cook
- Supply receiving and storage
- Ensure stock rotation

3. Cleaning Scheduling and Planning

- Clean facility as per operational standards established by Alberta Seniors and Community Supports licensing division and follows the Health and Safety Practices set out by the Management Body in the performance of duties
- Practice and monitor safe infection control and cleaning practices for maintaining standards
- Provide input and adhere to annual cleaning schedules
- Maintain neat and organized storage
- Organization and cleanliness of the kitchen and associated areas (cooler freezer, storage, dining area)
- Completes cleaning and kitchen duties as per duty descriptions of shift
- Complete weekly and cyclical schedules to ensure duties are recorded

4. Menu Planning

Demonstrate Meal/Menu Planning that adheres to the Canada Food Guide paying attention to individual needs of the residents.

- Input and participation of FALL/WINTER MENU and SPRING/SUMMER MENU
- Participate in providing recipes to coincide with planned menus
- Adhere to prep schedule to ensure food items are produced in an efficient and timely manner
- Assure food is prepared from scratch in a home cooked manner avoiding packaged foods, additives, precooked fast foods
- Offer a large variety of meals, which appeal to taste and appear appetizing to the eye
- Serve meals in a professional manner assuring that resident has their desired portion of all available entrees
- Ensure that daily menus are posted for resident review prior to 8 am each morning

5. Food Production

- Supervise food production to ensure the quality and quantity of menu items
- Ensure that proper food handling procedures are followed
- Assure that food will not be prepared too far in advance and that the meal schedules will be met
- Check food for food quality, serving temperature and sanitary procedures
- Monitor new trends and methods of food preparation in the food service industry

6. Supervision

- Supervision of Dietary Aids in absence of Head Cook.
- Supervision of residents and guests regarding kitchen issues and in absence of supervisory staff.

Provide verbal and written instructions to Food Service Workers regarding:

- Food to be prepared/Method of preparation
- Proper equipment to be used
- Cleaning schedule and method of cleaning
- Special requirements to complete the task
- Professionalism and conduct related to position
- Training staff in proper procedures for duties as designated
- Ensure security/safety precautions are followed/taken
- Oversee other staff members while they are assisting to serve meals assuring their professional behaviour

Other:

- Input of performance to Head Cook for fellow staff members
- Responsible for documentation of all communication and problems identified during the shift
- Assure that all residents are present and accounted for at meal times. Keep an updated in/out list for residents reporting absences to staff
- Track consumption levels of residents and report any concerns to manager
- Report potential danger to Management and inform of resident behaviour concerns
- Participate actively in meetings with team to ensure compliance with established preparation and sanitation practices , to implement new policies or menus and to keep employees abreast of current changes and standards
- Report Maintenance or building upkeep issues to the appropriate resource
- Ensures all checklists, forms and Foundation documents are reviewed and completed
- Supervise and resolve guest complaints pertaining to the kitchen-keep Head Cook appraised
- Responsible for health and safety of the residents in the lodge and must be thoroughly aware of all emergency procedures (First responder in absence of supervisory staff)
- Supervise facility and guests and enforce rules and safety standards (in absence of supervisory staff)
- Report and resolve complaints, requests, safety conditions, security issues and illegal activities (in absence of supervisory staff)
- Ensure adequate staff coverage in the absence of the Manager (in absence of supervisory staff)
- Ability to make fast, logical decisions

7. Kitchen Equipment/Supplies

- Provide input on all kitchen equipment needs including equipment, dishes, utensils and other kitchen tools required
- Verification of kitchen purchases, purchase orders and charges
- Assist with inventory control of all consumable and non-consumable supplies, utensils, equipment, etc. used in the kitchen

8. Recreation Activities

- Attend meetings to plan special functions requiring food services. Preparation of detailed items variety and quantity to be documented at this meeting
- Ensure adequate planning and participation to ensure these events are a culinary success

9. Working Conditions:

- Ensure a positive attitude that promotes a healthy, constructive environment and staff moral
- Must demonstrate proficiency and ensure safety practices are utilized when working and operating equipment

- Must keep affairs of the foundation and residents confidential
- Participate as part of the staff team to ensure that a high standard of services is provided for the residents
- Participate in staff meetings and staff training opportunities
- Must have the ability to work on own initiative
- A high standard of hygiene and personal appearance
- Must be able to operate an outdoor grill

10. Physical Requirements:

Must be able to stand for extended periods of time, complete repetitive tasks and lift heavy objects (up to 50lbs) on a regular basis.

11. Related Duties:

Additional duties related to this position may be added at the discretion of management.

Reviewed with employee: _____

Date

I hereby declare that the attached job description has been thoroughly reviewed with me on the above noted date and a copy has been issued to me.

Employee: _____

Signature

I hereby declare that the attached job description has been thoroughly reviewed with the employee on the above noted date and a copy has been issued to them.

Employer: _____

Signature