

HEAD COOK

<p>A. Position Summary</p> <p>Reporting to 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 exemplary communication skills. Aspen Health Services Food Handler's Course, Security Check, WHMIS and First Aid.</p>
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1. Job Purpose

The Head Cooks role is to administer the operations in the Kitchen. This includes overseeing the team to ensure all Regulations and Standards are adhered to, maintaining and controlling inventory, menu planning and implementation, food production and supervision of staff. The Head Cook will ensure that the kitchen provides a consistently superior dining experience for our residents.

2. Responsibilities

Display professionalism in ability to organize and supervise staff in the Kitchen. Must demonstrate exemplary 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 health authorities' regulations and the minimum requirements for Lodge Operational Standards.

2. Food Inventory

Maintains food inventory control systems:

- Requisition and determine delivery dates of food and supplies from suppliers to meet daily menu requirements
- Monitor incoming supplies for quality and quantity, contact suppliers to note deficiencies
- Note food shortfalls and ensures substitute or local supply purchase
- Supply receiving and storage
- Ensure stock rotation
- Provide written record of all kitchen equipment needs
- Verification of kitchen purchases, purchase orders and charges
- Ensure purchasing falls within budgeted parameters

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
- Organization and cleanliness of the kitchen and associated areas (cooler, freezer, storage, dining area) that meets or exceeds the health authorities regulations & minimum standards for operation of lodges
- Develop, practice and monitor safe infection control and cleaning practices for maintaining standards
- Develop, recommend and implement cleaning schedules and annual cleaning schedules
- Monitor weekly and cyclical cleaning schedule to ensure it is adhered to
- Assist the Manager with the development of staff work schedules and scheduling duties
- Maintain neat and organized storage

4. Menu Planning

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

- Preparation of FALL/WINTER MENU and SPRING/SUMMER MENU ensuring minimum 5 week rotation
- Ensure recipes available to coincide with planned menus
- Provide written 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 at all times
- 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

- Direct supervision of all Cooks and Dietary Aids.
- Supervision of residents and guests regarding kitchen issues and in the absence of supervisory staff.

Provides 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:

- Plan and conduct meetings with co-workers to ensure compliance with established preparation and sanitation practices; to implement new policies or menus; to keep co-workers abreast of current changes/standards and solicit input
- Supervise the training of all kitchen staff
- Welcome and orient new residents to the kitchen policies and practices
- Document and communicate special needs of residents (dietary restrictions....)
- Report potential danger to Manager and inform the Manager of resident behaviour concerns
- Report Maintenance or building upkeep issues to the appropriate resource

- Responsible for documentation of all communication and problems identified during the shift
- Assure all residents are present and accounted for at meal times. Keep an updated in/out list for residents reporting absences to kitchen staff
- Track consumption levels of residents and report any concerns to manager
- Ensure all checklists, forms and Foundation documents are reviewed and completed
- Assist the Manager with performance appraisals of kitchen staff
- 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 written record of all kitchen equipment needs including equipment, dishes, utensils and other kitchen tools required
- Verification of kitchen purchases, purchase orders and charges
- Responsible for inventory control of all consumable and non-consumable supplies, utensils, equipment, etc. used in the kitchen, staying within budgeted amounts
- Provide annual budget requests for consideration

8. Coordination of Recreation Activities

- Attend monthly meetings with the Recreation Coordinator 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/Principles:

- 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