

KITCHEN AIDE

<p>A. Position Summary</p> <p>Reporting to the Head Cook and ultimately the Manager, this position is responsible for the operation of food services in the kitchen; assisting the cook in the planning, preparation and serving of all meals.</p>	<p>B. Qualifications</p> <p>Proven ability in the food service area. Friendly, approachable and flexible with good communication and organization skills. Aspen Health Services Food Handler's Course, Security Check, WHMIS and First Aid.</p>
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1. Job Purpose

The Pantry's role is to assist the cook in the operations in the Kitchen. This includes implementing all Regulations and Standards, assisting with the maintenance and control of inventory, providing input in planning and implementation, and food production. Pantry will ensure that the kitchen provides a consistently superior dining experience for our residents, as directed by the Head Cook.

2. Responsibilities

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 current practices meet or exceed the guidelines provided by the Lodge 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 requirements
- 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
- Organization and cleanliness of the kitchen and associated areas (cooler freezer, storage, dining area)
- Complete Cleaning/laundry and kitchen duties as per duty descriptions of shift
- Maintain neat and organized storage
- Complete weekly and cyclical cleaning schedule to ensure your duties are recorded

4. Food Production/Kitchen

- Be aware of food production to ensure the quality and quantity of menu items and report deficiencies to Head Cook/Supervisor on shift
- Ensure that proper food handling procedures are followed at all times
- Monitor food for food quality, serving temperature and sanitary procedures
- Assist cook with food prep as directed

Other:

- Training of assigned kitchen staff
- Input to Head Cook on performance of fellow staff members
- Responsible for reporting of all communication and problems identified during the shift (directly related to the kitchen)
- Assure that 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
- Reporting potential danger to Manager and informs the Manager of resident behaviour concerns
- Report Maintenance or building upkeep issues to the appropriate resource
- Ensure all checklists, forms and Foundation documents are reviewed and completed
- Participate in meetings with staff members to ensure compliance with established preparation and sanitation practices , new policies or menus and to keep abreast of current changes and standards

5. Kitchen Equipment/Supplies

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

6. 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

7. Recreation Activities

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

8. 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.

9. 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