

NIVERVILLE HERITAGE CENTRE JOB DESCRIPTION

POSITION TITLE:	COOKS - MANOR
REPORTS TO:	FOOD SERVICES TEAM LEADER

POSITION SUMMARY

The Cook is responsible for preparing food, helping kitchen workers in the preparation of food items and setting up allocated stations for menu, as instructed by Food Services Team Leader and compliant with standards. The Cook may order supplies, keep records and accounts, price items on menu, or plan menu.

Primary Tasks:

- Clean food preparation areas, cooking surfaces, and utensils.
- Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold.
- Cook the exact number of items ordered by each resident, working on several different orders simultaneously.
- Maintain sanitation, health, and safety standards in work areas.
- Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
- Pre-cook items such as bacon, in order to prepare them for later use.
- Prepare specialty foods such as pizzas, fish and chips, sandwiches, and tacos, following specific methods that usually require short preparation time.
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.
- Verify that prepared food meets requirements for quality and quantity.
- Wash, cut, and prepare foods designated for cooking.
- Clean, stock, and restock workstations and display cases.
- Order and take delivery of supplies.
- Schedule activities and equipment use with appropriate personnel, using information about daily menus to help coordinate cooking times.
- Restock PCH kitchens/ juice/ coffee.
- Oversee PCH Dietary Aids

Essential Physical Requirements:

- Walks and stands during entire shift.
- Continuously reach, bend, lift, carry, stoop and wipe.
- Remain stationary for long periods of time.
- Frequent washing of hands.

- Be Able to lift up to 40 lbs.
- Hazards may include, but are not limited to, slipping and tripping.

Knowledge, Skills & Certifications:

1. Basic mathematical & reading skills.
2. Knowledge and experience using food preparation machinery.
3. Ability to communicate and work with a team.
4. Planning, Coordination & Time Management skills.
5. Knowledge of workplace safety procedures.
6. Obtain and follow WHMIS program.

Signatures

This job description has been approved by:

Team Leader: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____