



## **Job Description**

### **Job Title: Cook**

Department: Kitchen

Classification: Casual, Part-Time or Full time, starting wage \$24.48-26.83/hr depending on experience

Reports To: Head Cook/Kitchen Manager

#### **1. Job Summary**

AWHK Cooks prepare healthy and appealing meals for the youth in AWHK Housing while maintaining and following all standards, policies, and/or procedures set by AWHK and any applicable government agencies. Cooks work in partnership with the Head Cook to manage daily kitchen activities, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking. The person in this position will have daily interactions with diverse and marginalized youth, and all services at AWHK are based on a client-centered, trauma-informed, and non-judgmental perspective.

HOURS: Flexible scheduling up to 37.5 Hours/Week may require evenings and/or weekends

#### **2. Key Duties & Responsibilities**

##### **a) Cooking**

- Assist team to prepare and cook large quantities of food for 40+ (lunch and dinner, and dry breakfast)
- Lead meal prep/service and supervise kitchen team in Head Cook's absence
- Provide guidance to other kitchen staff members and tenant support workers with respect to food preparation, service, and cleaning
- Oversee and organize kitchen stock and ingredients
- Ensures a first-in, first-out food rotation system and verify all food products are properly dated and organized for quality assurance
- Keep cooking stations stocked, especially before and during prime operation hours
- Assist the Head Cook to train new kitchen employees to kitchen standards
- Assist Head Cook with menu creation, managing food and product ordering by keeping detailed records and minimizing waste, plus works with existing systems to improve waste reduction and manage budgetary concerns
- Verify food storage units all meet standards and are consistently well-managed
- Regularly monitor and inspect kitchen equipment, report any problems or inconsistencies to the Head Chef and make recommendations for repair or procurement
- Ensure high standards of hygiene, cleanliness and safety are maintained throughout all kitchen areas at all times as per industry standards

- Ensure compliance with all supportive standards, policies, and procedures
- Other duties which may or may not be outlined in this job description.

#### **b) Administration**

- When requested, assist Head Cook with reviewing invoices from suppliers for accuracy and updating computer files related to food service annually and as needed (food inventories, signage and labels, recipe books)
- When requested, take part in quality improvement and menu review
- Other duties which may or may not be outlined within this job description.

### **3. Required Qualifications**

- Minimum of two years prep/cooking experience an asset
- Formal culinary training is considered an asset
- Advanced knowledge of food hygiene and safe kitchen practices including the use of commercial equipment and tools.
- Knowledge of HACCP (Hazard Analysis Critical Control Points) an asset
- Understands and maintains professional boundaries
- Must pass an acceptable criminal record check for the vulnerable sector
- Occupational First Aid Level 1, Food Safe Level 1 and WHMIS required
- Readiness to complete in-house online training within the first month of employment
- Mental Health First Aid, ASIST, and Trauma Informed Practice an asset
- Ability to work in a pet friendly environment

### **4. Skills & Abilities**

- Proven ability to work as a team member and capacity to take initiative to independently carry out the tasks associated with the role
- Demonstrated ability to communicate effectively with clients, co-workers, and people in the community
- A passion for healthy and delicious food
- Respectful, empathetic, non-judgmental attitude to clients and colleagues
- Physical ability to carry out the duties of the position
- Ability to organize and prioritize
- Ability to analyze and resolve problems
- Ability to be flexible to meet the needs of a demanding work environment
- Ability to assist colleagues and clients to deal with crisis situations competently
- Excellent interpersonal communication skills
- Understanding and commitment to youth participation and empowerment

Reviewed by: \_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Supervisor's Signature

Reviewed On: \_\_\_\_\_

Date