

**Department:** Food & Beverage

**Title:** Cook (Casual)

### LOOKING FOR:

- A candidate with cooking experience, preferably in fine dining and large quantity.
- A Food Handlers Certificate is required;
- Chef accreditation (i.e. Red Seal) is an asset but not mandatory.
- Ideal for retired, semi-retired and looking for casual work that would be engaging without a commitment to a specific schedule.
- Position will fill in for our cooks on vacation, personal or lieu days.
- Advance notice of scheduled shifts is typical but could occasionally be more last minute.
- Some training days would be required upon hiring.

### POSITION SUMMARY

Following established policies, procedures and standards, prepares and serves food for the residents, including the more complex meal preparation for special occasions.

### DUTIES AND RESPONSIBILITIES

1. Sets up equipment and supplies for food preparation. Prepares food following standardized recipes and or direction.
2. Ensures meals are served on time, at appropriate temperatures and in portion controlled quantities.
3. In the absence of the Food and Beverage Manager and Chef, decides on menu changes as necessary and ensures that changes are recorded following department procedures; requisitions and purchases food and other supplies, and maintains records as directed.
4. Monitors quality of food supplies ordered, and proper operation of kitchen equipment and alerts supervisor to problems. Recommends corrective action.

5. Supervises Dishwasher in basic food preparation procedures and in serving activities at meal times.
6. Adheres to departmental policies and procedures for department including sanitation, safety, and quality assurance. Assists with daily cleaning duties as scheduled.
7. Assumes responsibility for routine departmental operations in the absence of the Food and Beverage Manager and Chef, including staff replacements and service calls for malfunctioning equipment.
8. Maintains required records such as menu changes, delivery receipts, and temperature checks.
9. Co-operates with other departments to meet resident needs.
10. Attends in-service meetings.
11. Performs other duties as assigned by the Food and Beverage Manager or Chef.

### **Working Conditions**

1. Prolonged standing and walking;
2. Lifting and moving of equipment and supplies;
3. Repeated bending and stooping;
4. Exposure to resident elements through regular Resident contact;
5. Some stress resulting from dealing with Resident needs and time pressures;

### **Physical Requirements**

1. Lifting alone, maximum 50 lbs. (5-25 lbs. Usual);
2. Lifting with assistance, maximum 160 lbs. (100-125 lbs. Usual) as a minor job function;
3. Pushing/pulling, using wheeled equipment such as carts, trolleys with contents that weigh a maximum of 200 lbs. (20-50 lbs. Usual) as a minor activity;

4. Stretching/reaching on a regular frequency throughout the shift as an essential job function;
5. Walking, with possibility of some upstairs walking, as a major job function;
6. Standing, for lengths of time, up to four hours maximum. (1-3 hours usual) as a major job function;
7. Bending/stooping on a regular frequency as a major job function;
8. Carries and transports objects of various sizes, to a maximum of 75 lbs. (5-15 lbs usual) as a minor job function;
9. Must be able to move and lift equipment and supplies of various sizes and weights;
10. Must have visual and hearing acuity to recognize the need of assistance required by residents;

### **Health and Safety**

1. Is aware of employee's responsibilities and follows all health and safety policies and procedures as set out in the employee safety program handbook and departmental manuals;
2. Works safely to reduce the risk of injury to self, co-workers , and Residents;
3. Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor;
4. Does not operate or use faulty equipment;
5. Wears personal protective equipment (or clothing) as required by task , M.S.D.S. or residence policy;
6. Promptly reports personal injury to supervisor and seeks first aid as needed;
7. Participates in fire safety demonstrations and fire drills, and knows the residence fire and disaster plans;

**KNOWLEDGE SKILL AND EXPERIENCE**

1. Has a current Food Handler's Certificate.
2. Knowledge of cooking methods and procedures.
3. Experience in large quantity cooking an asset.
4. Ability to read, write and understand moderately complex instructions.

**This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**

**REPORTING RELATIONSHIPS**

Reports to the Chef or designate.

**Interested parties should submit resume and cover letter to [Jennifer.dewinter@theelden.ca](mailto:Jennifer.dewinter@theelden.ca).**