

THE COMOX VALLEY TRANSITION SOCIETY

Job Description

Position: COOK

Status: Union

Benchmark: Cook

Grid Level: 9

Summary:

Develops menu plans, prepares meals, and oversees the operation of the eating and cooking facilities at Lilli House or Amethyst House.

KEY DUTIES AND RESPONSIBILITIES:

- Develops a breakfast, lunch and dinner menu plan in accordance with accepted nutritional guidelines such as Canada's Food Guide for Healthy Eating and the individual dietary needs of the clients.
- Prepares, cooks and serves meals and snacks, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan.
- Oversees the operation of the eating and cooking facilities and equipment and ensures their cleanliness and maintenance. Reviews the meal preparation needs of the organization. Purchases equipment to meet those needs within approved budget limits. Maintains an inventory of all related equipment.
- Purchases and orders food items necessary for the preparation of meals. Ensures that purchases are within approved budget limits. Maintains an inventory of food and other related items. Stores food items.
- Performs other related duties as required.

QUALIFICATIONS:

Education, Training and Experience

- Grade 10, plus graduation from a program in institutional or residential quantity cooking.
- Training and Experience One (1) year recent related experience.
- Or an equivalent combination of education, training and experience.
- FoodSafe Certification
- Relevant Criminal Record clearance.