



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Cook
CLASSIFICATION	
DEPARTMENT	Food Services
LOCATION	Area 4 Campus
REPORTS TO	Food Services Coordinator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

Reporting to the Food Services Coordinator, the Cook is responsible for preparing and serving, if necessary, all meals and filling special event orders as required. The Cook must be able to determine recipe requirements and quantities and ensure preparation work is completed in order to meet time restrictions. Recipe and/or menu substitutions may be necessary on occasion and the Cook should be able to comprehensively make any and all adjustments needed, often with short notice. The incumbent is responsible for ensuring the sanitary operation of the kitchen and is also required to follow inventory control programs and maintain accurate records. In the absence of the Food Services Coordinator, the Cook is responsible for the operation of the kitchen.

QUALIFICATIONS

Education

- Diploma in culinary arts program or equivalent related post-secondary education acceptable to the Division.
- Certification in either National Food Safety Training Program; Food Safe or Food Handler’s Sanitation Program.

Experience

- Two years commercial/institutional cooking experience.

Knowledge, Skills and Abilities

- Thorough knowledge of safe sanitation and food-handling techniques and Workplace Health and Safety requirements.
- Knowledge of WHMIS and First Aid.
- Knowledge of inventory and quality control systems.
- Excellent verbal and written communication skills.
- Ability to interpret recipe and menu specifics for preparation needs.

DUTIES AND RESPONSIBILITIES

- Prepares all meals, orders, and side dishes as required in accordance with the Healthy Foods Policy.
- Ensures meals are prepared and ready for service on time and in a presentable fashion.
- Directs and supervises student employees as to service and cleaning duties, reporting to the Food Services Coordinator.
- Provides assistance to other staff members as required
- Maintains a clean and sanitary work space during and on completion of shift.
- Follows and accurately maintains inventory control system.
- Reports stock requirements and/or shortages to the Food Services Coordinator as noticed.
- Ensures that inventory is accessible and prep work is completed for each meal for which they are responsible.
- Ensures safe food handling and safe work practices are followed and reports any concerns immediately.

Performs other duties as assigned.

CONTACTS

Division and campus staff.

WORKING CONDITIONS

Fast-paced environment during preparation and meal times.
Weekends and evenings are required on a rotating basis.
This position works the school year.

PHYSICAL AND VISUAL REQUIREMENTS

Will be required to lift and carry containers and dishes (maximum approximately 50 lbs.)
Physically capable of performing assigned duties.

EQUIPMENT USED

Commercial cooking equipment.

APPROVED

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date