



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION

JOB TITLE	Prep Cook
CLASSIFICATION	
DEPARTMENT	Food Services
LOCATION	HBOIERC
REPORTS TO	Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

Reporting to the Principal, the Prep Cook is responsible for assisting in the preparation of and serving all meals as required. The Prep Cook may also be asked to assist the cook or baker, if needed. The incumbent is responsible for the cleaning and sanitary operation of the dining room and service area. The Prep Cook is responsible for following inventory control programs and maintaining accurate records.

QUALIFICATIONS

Education

- Commercial Cooking Certificate or Culinary Arts Program
- WHMIS training and certification.
- Certification in either National Food Safety Training Program; Food Safe or Food Handler’s Sanitation Programs.
- Emergency First Aid and CPR certification.

Experience

- Two years experience in the field.
- Experience in a commercial/institutional food service setting.

Knowledge, Skills and Abilities

- Knowledge of safe sanitation and food-handling techniques and Workplace Safety and Health requirements.
- Excellent verbal and written communication skills.

DUTIES AND RESPONSIBILITIES

- Assists in the preparation of all meals, orders and side dishes as required in accordance with the Healthy Foods Policy.
- Prepares salad bar items in accordance with menu and Healthy Foods Policy requirements.
- Follows proper food handling protocols.

- Ensures service area, condiments and salad bar are ready on time and in a presentable fashion.
- Follows and accurately maintains inventory control system.
- Reports stock requirements and/or shortages to the Cook as noticed.
- Ensures the daily cleaning of dining and service areas.
- Ensures all tasks are completed by shift end and up to health code standards.
- Provides assistance to other staff members as required.

Performs other duties as assigned.

CONTACTS

Division staff and students.

WORKING CONDITIONS

Fast-paced environment during preparation and meal times.

PHYSICAL AND VISUAL REQUIREMENT

Lift and carry containers and dishes (maximum approximately 22 Kilograms). Repeated lifting and bending will be required.

EQUIPMENT USED


Commercial cooking equipment.

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date