



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Prep Cook
CLASSIFICATION	
DEPARTMENT	Food Services
LOCATION	Frontier Collegiate Institute 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 Prep Cook is responsible for assisting in the preparation of and serving all meals as required. The Prep Cook prepares all salad bar items and ensures proper and adequate supplies of condiments are available at every meal. The Prep Cook may also be asked to assist the cooks, porter 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.
- Directs and supervises student workers as to service and cleaning duties, reporting to the Food Services Coordinator.
- Follows and accurately maintains inventory control system.
- Reports stock requirements and/or shortages to the Food Services Coordinator 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 and campus staff

WORKING CONDITIONS

Fast-paced environment during preparation and meal times
 Weekends and evenings may be required
 This position works the school year

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

	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