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**INTERNAL & EXTERNAL POSTING**

<b>POSTING:</b>	HEU Posting 080H23
<b>STATUS:</b>	Casual Cook
<b>CLASSIFICATION:</b>	(20101) Cook I
<b>WORK AREA:</b>	Central City Lodge/Cooper Place – Food Services Department
<b>EFFECTIVE DATE:</b>	TBD
<b>HOURS:</b>	Days; Evenings
<b>SALARY:</b>	\$26.51 Hourly

**JOB SUMMARY:**

Under the supervision of the Food Service Supervisor, prepares assigned food items in accordance with established standards, policy and procedures.

**JOB DUTIES:**

1. Prepares assigned food items by following established menus, recipes, quantity quotas, and HACCP standards. Assembles equipment required for cooking.
2. Determines ingredients and quantities required for recipes and assembles ingredients when necessary.
3. Plans cooking schedule to ensure food is ready for service times.
4. Cooks and seasons assigned food and therapeutic diet items such as soups, sauces, starches, meats, fish, poultry, vegetables, puddings, Jell-O, muffins, and cookies by methods/procedures such as roasting, frying, grilling, steaming, poaching, boiling, baking and bulk rethermalization; tests food items for palatability and temperature and adjusts accordingly.
5. Carves food items such as meat and poultry and portions food items according to standards.
6. Maintains established food rotations in storage in order to minimize spoilage and waste and covers and dates all foods according to standards.
7. Makes suggestions to Supervisor for menu items and recipes
8. Requisitions and verifies required food items from the Ingredient Control Centre.
9. Notifies Supervisor as amount of supply items reach re-order threshold per Par level.
10. Checks orders in as they are delivered. (Does not resolve discrepancies.)

11. Assigns tasks to designated Food Service Workers.

12. All staff have a responsibility to remain aware of and report any risks or safety concerns promptly, and to follow any policies or procedures instituted to mitigate these risks. All staff have a part to play in preventing adverse events and in promoting safety for patients and staff. It is the responsibility of all staff to be aware of and adhere to all policies and procedures, including those that relate to patient safety, staff safety and risk management.

13. Performs other related duties as assigned

**QUALIFICATIONS:**

Graduation from a recognized program in quantity cooking or an equivalent combination of education, training and experience.

**Skills and Abilities:**

- ability to communicate effectively both verbally and in writing.
- ability to deal with others effectively.
- physical ability to carry out the duties of the position.
- ability to organize work.
- ability to operate related equipment.
- ability to follow prescribed safe food handling techniques and occupational safety standards.
- ability to maintain department and public health standards of hygiene.

**This position will remain open until successfully filled.** Please apply in writing to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through [hr@providenceliving.ca](mailto:hr@providenceliving.ca).

Thank you,

Human Resource Services

DATE: November 9<sup>th</sup>, 2023