

# COOK 1

JOB TITLE	Cook 1	DIVISION/ DEPARTMENT	Chelsea Park – Food Service
LOCATION	Chelsea Park	DATE WRITTEN	April 1, 2019
<b>REPORTS TO:</b> Title: Manager of Chelsea Park			
<b>SALARY RANGE:</b> Salary Commensurate with qualifications and experience in accordance with wage grid, plus Full Benefits Package			<b>SHIFT:</b> FT position as scheduled
<b>PURPOSE</b>  This position is responsible for the planning and preparation of meals and management of the day-to-day operations of the kitchen at the Chelsea Park housing complex. This position is also responsible for the development and implementation of food service related policies and procedures, and ensuring the compliance with all kitchen and food service related legislative requirements.			
<b>ESSENTIAL DUTIES</b> <ul style="list-style-type: none"> <li>• Provides leadership and direction to the kitchen staff by developing, interpreting and implementing policies and procedures; organizes and directs staff; schedules and assigns work; monitors and assists in the evaluation of performance; and participates in the recruitment of staff.</li> <li>• Oversees and develops maintenance procedures and ensures proper maintenance of kitchen systems.</li> <li>• Develops, implements, monitors and maintains a food safety plan and kitchen sanitation plan</li> <li>• Responsible for menu and meal planning, develops and maintains 4-week seasonal cyclical menus</li> <li>• Sources and purchases the best quality and most cost-effective products which will meet or exceed the individual and group dietary needs of the Chelsea Park residents</li> <li>• Ensures the meals are prepared and served in a friendly, timely and efficient manner</li> <li>• Ensures that food inventory is kept at an appropriate level to meet supply needs</li> <li>• Ensures that the kitchen is kept in a clean, sanitary, and orderly condition at all times</li> <li>• Ensures that all kitchen equipment is in working order, maintained and cleaned.</li> <li>• Updates and reviews the dietary needs of all supportive residents, and is available to residents for 1:1 needs</li> <li>• Caters to special Chelsea Park events.</li> <li>• Manages a Food Service budget and ensures costs remain within approved budget allocations</li> <li>• Assists during critical events (i.e. Fire Alarms, Power Outages, Natural Disasters) as directed by the Manager</li> <li>• Other duties as assigned and agreed upon with the Manager / Assistant Manager</li> </ul>			
<b>WORKING CONDITIONS</b>  This position requires standing or walking throughout the entire shift. It also requires frequent lifting and moving of objects up to 50 pounds. The working environment can be quite noisy and hot at times and fast paced.			
<b>REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience as a cook providing two meals for at least 60 people and in a supervisory position</li> <li>• Red Seal certificate or equivalent training and experience</li> <li>• Experience serving a variety of dietary needs of seniors</li> <li>• Food Safe certification Level 2 – must be maintained throughout the course of employment</li> <li>• CPR/First Aid certification – must be maintained throughout the course of employment</li> <li>• WHMIS certification – must be maintained throughout the course of employment</li> <li>• Ability to prepare a variety of nutritious and appealing meals for seniors</li> <li>• Excellent organizational and prioritization skills</li> <li>• Excellent communication and listening skills</li> <li>• Ability to understand and anticipate the specific needs of seniors</li> <li>• Ability to remain calm in hectic situations and multi task</li> <li>• Effective interpersonal, leadership and conflict resolution skills</li> </ul>			
<b>I have reviewed and understand the duties and essential functions of the position and agree that I can perform these duties.</b>			
_____ Employee signature		_____ Date	

