

# Cook



## POSITION SUMMARY

The Cook is responsible for meal preparation at inSite supportive living residences and works under the direction of an inSite Chef/Site Leader. At sites of less than thirty units, the cook is responsible for all aspects of meal preparation. The Cook champions exemplary food services that provide tenants and their visitors with life quality and enrichment in the dining experience. The Cook prepares meals according to a prescribed menu plan that reflects the needs and choices of seniors within the residence.

## KEY RESPONSIBILITIES

Under the direction of an inSite Chef/Site Leader, ensures tenants are offered varied, appetizing and balanced meals and snacks prepared in accordance with standardized recipes and a rotating menu plan;

Maintains the kitchen, including receiving and storing meats, poultry, fresh vegetables, fruits and staples. Checks food orders for completeness and follows inventory control procedures for the storage of fresh and frozen food stuffs and dry goods;

Ensures all staff involved in meal service observe safe food handling procedures. Demonstrates safe food handling protocols, policies and procedures while preparing, serving, clearing tables and washing dishes following meals to provide a safe and positive dining experience for tenants and their guests;

Prepares daily snacks including baked goods and beverages. Works with the Recreation Coordinator/Site Leader to involve tenants in meal and snack preparation as part of the supportive living residence recreational program. Ensures safe food handling practices are maintained;

As guided by the inSite Chef/Site Leader, meets with tenant groups informally or through “Chef’s Club” to address issues related to food preparation, meal planning and dining room services. Forms positive relationships with tenants of the supportive living residence. Gathers tenant feedback related to food choices and takes appropriate actions to continuously improve food quality and service;

Under the direction of the inSite Chef/Site Leader, participates in food service evaluation as part of the inSite quality improvement program. Conducts food and service audits within the kitchen and dining room;

Works within the food services operating budget by following inSite standardized menu plans and order guides. Maintains accurate records related to food and supply purchases, inventory control, receiving, portion control and wastage; and

Participates as a member of the Occupational Health and Safety Committee. Maintains kitchen equipment and smallwares in good working order and reports equipment malfunction and replacement requirements to the inSite Chef and Site Leader.

## EDUCATION, QUALIFICATIONS AND EXPERIENCE

- ◆ Experience in volume food preparation as a prep or line cook preferably in a restaurant environment. Formal culinary training an asset. Food Safe Level II required.
- ◆ Solid understanding of customer centred service provision consistent with inSite’s philosophy and in support of exemplary service delivery
- ◆ Knowledge of inventory control and food storage procedures an asset.
- ◆ Ability to organize and prepare appealing meals with minimal supervision and respond to the changing needs and preferences of tenants
- ◆ Interest and motivation to enhance cooking and kitchen management skills under the direction of a trained Chef
- ◆ Knowledge of provincial health, sanitation and safety regulations