

 <b>GEORGE DERBY CENTRE</b>	Position: Cook 1	
	Department: Food Services	Reporting To: Manager Support Services

### **JOB SUMMARY:**

Under the direction of the Manager or Food Services Supervisor, plans cooking schedule and prepares meals in accordance with menu requirements and established standards and regulations.

### **JOB DUTIES:**

1. Prepares assigned menu items by following menu recipes and quantity quotas; determines ingredients and quantities required; assembles ingredients and equipment required for cooking. Controls portioning of food items to ensure recipe yield meets assigned quantity quotas.
2. Plans cooking schedule to ensure meals are prepared and served in accordance with mealtimes. Provides guidance to food service workers on meal assembly and presentation.
3. Actively promotes a culture of resident safety by adhering to established safety policies, standards and procedures including emergency procedures.
4. Prepares food and therapeutic diet items for residents. Tests food items for palatability and temperature and adjusts accordingly.
5. Conducts meal rounds on units to explore clients' satisfaction and make adjustments on recipes as needed for production waste control and continuous quality improvement.
6. Participates in annual seasonal menu planning under the guidance of support services supervisors.
6. Maintains established food rotations in storage to minimize spoiling and waste.
7. Estimates food requirements, orders, and receives supplies as needed.
8. Conducts kitchen orientation and ensures new employees receive appropriate training.
9. Maintains a clean and safe work environment. Adheres to safety and hygiene practices and procedures by performing such duties as cleaning food preparation and service areas per schedule.
10. Maintains kitchen equipment as required.
11. Performs other related duties as assigned.

## **SAFETY RESPONSIBILITIES:**

1. Demonstrates a commitment to communicating, improving, and adhering to safety policies in the work environment.
2. Reports hazards, unusual occurrences, accidents, and unsafe situations to immediate supervisor or designate.
3. Reports all incidents and near misses. Reports are to be made in writing.
4. Report all concerns related to resident behaviours, even if no incident/injury occurs. Reports are to be made in writing.
5. Follow safe work procedures and act safely in the workplace at all times.
6. Actively participate in all training provided to you for your safety.

## **QUALIFICATIONS:**

### Education, Training and Experience

- Food safe Level 1
- Culinary certificate from a recognized 12-month program in cooking or an equivalent combination of education, training, and experience for at least 1 year.

### 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.

## **CONTACT:**

To learn more about the role or apply, please email **Ayushi Dingankar** at [adingankar@georgederby.ca](mailto:adingankar@georgederby.ca)  
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