ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Food Services Cook

REPORTS TO: Food Services Manager

PRIMARY FUNCTION:

To participate and lead in the hot and cold food production of Albert College during specific time periods, to meet the diverse needs of the Food Services Department including meals for customers in the Albert College, Ackerman Dining Hall, Junior School, Early Primary Learning Centre (EPLC), and catered events.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Responsible for preparing and overseeing the preparation, production and presentation of specific hot and cold food menu selections for a designated time period or shift.

2. Responsible for the effective operation of the kitchen (unless notified differently) by supervising other kitchen staff once the manager has left the premises and ensuring the kitchen is left clean at the end of an evening shift ready for the next working day.

3. Responsibilities utilizing current industry and recognized culinary techniques in production, presentation, and service to assure quality. Provides high quality food in a professional and efficient manner.

4. Participates in the production of meals and food items by following established menus; performing and/or observing methods of preparation; sampling prepared dishes; viewing colour, texture and garnishments; verifying portion sizes; taking note of special nutritional needs and dietary restrictions of customers.

5. Discusses shift production requirements including recipe, production, portion, and presentation with Manager.

6. Maintains cleanliness, sanitation, health and safety policies by observing federal, provincial and municipal regulations, maintaining first aid and CPR certification.

7. Completes tasks in a timely manner to ensure mealtime parameters are met.

8. Maintains cost control by following accurate portioning.

9. Report all culinary equipment defects, safety issues and food related concerns to the Manager.

10. Completes records and meal counts as required.

11. Operates all kitchen equipment including choppers, mixers, ovens and specialty equipment in a safe manner.

12. Prepares and cooks menu items using various cooking methods including frying, steaming, poaching, grilling, roasting, sauté, broiling and baking.

13. As requested, or time permits, does prep work for future requirements/meals.

14. Ability to prepare menu items from raw/scratch and pre-prepared states. Cook and prepare such items as meat, fish, sauces, soups, vegetables, salads, stocks, and other menu items.

15. Adheres to all pre-set standards of culinary quality and consistency.

16. Knowledgeable of the products produced and provides accurate information to staff and customers as requested. Seeks information from Manager for situations that require an in-depth response.

17. Maintains a clean and safe (Health & Safety and Food Safety) work environment at all times including completing daily sweeping and mopping as required and participating in scheduled kitchen shutdown and deep-cleaning days.

18. Assists other team members in any capacity as required including but not limited to guidance in daily tasks and tasks requiring multiple persons such as garbage or heavy lifting tasks.

19. Perform other duties as required to contribute to the team effort and achieve the objectives of the Food Services Department.

20. Helps to organize, create, and participate in special events.

21. Assists in ensuring the day-to-day operations run smoothly on a trouble-free basis.

22. Other relevant duties as required by the Food Services Manager.

Health & Safety

Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions to protect oneself and others.

CORE VALUES

Embrace Albert College's Core Values of Individuality, Compassion, Integrity, Diversity and Inclusion, and Optimism. Employ respect, excellence, honesty, customer focus and continuous improvement in all interactions and tasks.

JOB SPECIFICATIONS

Staff required to wear prescribed items for the department as per hygiene/safety requirements including but not limited to clean uniform, closed toe anti slip footwear, hair net, apron, oven mitts, gloves and any other station specific safety clothing or equipment. Heavy lifting on a daily basis and long periods of standing.

Preferred job qualifications:

- Two years of cooking experience (Red Seal is an asset)
- Strong Baking Skills
- Flexibility to work weekends, weekdays, morning or afternoon shifts and additional hours as requested. Fill-in for absent employees, if required.
- Excellent communication, presentation and interpersonal skills for dealing with prospective families, current parents, students, faculty and all members of the community.
- Possess a cultural awareness and sensitivity to diversity of student and staff backgrounds
- A current Vulnerable Sector check.

The College will ensure the successful completion in the following College sponsored programs:

- Food Handlers Certificate
- Standard First aid 2-day course
- WHIMS training

Note: Personal effects including jewellery that may cause personal injury or sanitary hazards and use of perfumes/scents as determined by Food Service Manager are strictly prohibited.