

Wequedong Lodge of Thunder Bay

Cook

Position Description

1) **Position Summary:**

The Cook is responsible for the preparation of breakfast, lunch, and dinner. Meals will be prepared on the specific dietary requirements of clients and on the basis of the Canada Food Guide. The Cook will report to the Field Supervisors.

2) **Qualifications:**

The Cook must have a Secondary School diploma or a minimum of (3) year's cooking experience in a residential care setting.

The Cook must have attained a current Safe Food Handling Certificate from a recognized food services institute.

The Cook must have adequate knowledge of Safe Food Handling Practices and Regulations.

The Cook must have sound judgement, communication, organizational and planning skills, and must be prepared to upgrade their cooking skills by attending necessary training(s).

The Cook must have an up-to-date First Aid/CPR certificate

The Cook must be able to meet the physical demands of the job. The Cook must be able to lift a minimum of 40 pounds.

The Cook must have fluency in Ojibway, Oji-Cree, or Cree and have an appreciation of native culture.

3) **Duties and Responsibilities:**

The Cook is responsible for the preparation and serving of all meals and snacks at the prescribed times.

The Cook must maintain an inventory of food, kitchen equipment, and dishes.

The Cook must maintain the sanitation and cleanliness of the kitchen equipment, stove, oven, fridge, cupboards, pantry, storage, and dining room.

The Cook must prepare specific medical diets and follow the Canada Food Guide's recommended portion sizes and the food group servings.

The Cook is responsible for the periodic review of the Meal Plan, and recommend changes where warranted

The Cook must document the meals served to clients.

The Cook is responsible for constantly checking the quality of the food being served to clients.

The Cook must wear the required work uniform in the kitchen at all times to ensure sanitation and safety.

The Cook is in conjunction with the Field Supervisors, responsible for the training of Residential Care Workers in the preparation of breakfast and the proper storage of food.

The Cook must participate in monthly Cook and Housekeeper meetings, as well as any other staff meetings.

The Cook will perform other duties deemed necessary by the Field Supervisors.