



# Job Profile: Cook

## Job Description

As a Cook you will be responsible for performing a variety of routine tasks associated with basic food preparation in accordance with the Alberta Government and Alberta Health Services standards and procedures. You will work to assist the Kitchen Lead on your shift in all tasks required to run an effective commercial kitchen. Your typical duties may include preparing food according to set guidelines and menus, serving meals, packing food items and cleaning and sanitizing equipment, dishes, tables and serving areas.

## Identification

|                   |                                     |
|-------------------|-------------------------------------|
| <b>Position</b>   | Cook                                |
| <b>Department</b> | Kitchen                             |
| <b>Area</b>       | Kitchen, Pavilion and Jack Muza     |
| <b>Salary</b>     | \$15.00-\$17.50                     |
| <b>Benefits</b>   | After 3 months                      |
| <b>Reports to</b> | Kitchen Lead and Operations Manager |

## Key Functions

Applicants will be required to collaborate with other members of the kitchen staff to effectively run our kitchen. Expertise at maintaining kitchen equipment and ensuring food quality is essential. Other responsibilities and duties of our Kitchen Helper include:

- Serve customers at counter/buffet
- Replenish condiments and other supplies
- Clear and clean tables/trays in dining halls while assisting client/group as required to move from one activity in dining hall to another
- Teamwork as per the cook/chef instructions
- Clean, Peel, slice and trim foodstuffs using manual and electrical appliances
- Use deep fryer, grill, oven, dispensers and other equipment to prepare food items and beverages
- Portion, assemble and wrap food or place it directly on plates for service to patrons and package take out
- Inspecting work areas, supplies, ingredients, and cooking equipment to ensure constant conformance to regulatory standards
- Analyzing recipes and making menu changes when necessary to adhere to dietary restrictions, allergies
- Support instructions and efforts to minimize overhead costs while still keeping customers happy

- Assisting with inventory as directed by Head Chef and/or centre management
- Assist with sanitation practices to ensure adherence to the standards and regulations of cleanliness

## Essential Requirements

The most important skill for the kitchen helper is the ability to follow various recipes and strictly follow a menu plan in the preparation of food daily. They require many other skills and qualifications as well, including:

- Ability to use common kitchen tools, including ranges, graters, and cutlery
- Knowledge of the standards and regulations for food preparation
- Excellent customer service skills
- Understanding of quality control, raw materials, and other techniques for the effective creation and distribution of food products
- Knowledge of food-related training techniques and curriculum
- Understanding of different culinary techniques and profiles and a desire to learn new techniques and flavours
- Ability to work neatly, efficiently, and safely
- Ability to follow instructions without variations

## Education and training requirements

- Currently enrolled in a diploma in culinary arts or its equivalent or
- Similar work experience

## Other Requirements

- Class 5 Drivers License
- Criminal Record Check with Vulnerable Sector Check
- Valid registration on all vehicles

## How to Apply

Interested applicants can email a copy of their resume and cover letter to [jobs@goldeye.org](mailto:jobs@goldeye.org). In the email, please include your name, contact information and the position being applied for.