



## LOOKOUT EMERGENCY AID SOCIETY

# *Job Description*

*Lookout Emergency Aid Society is the “safety net” which provides minimal barrier housing and a range of services to destitute and low income adult men and women who have a few, if any options, and who demonstrate an inability to meet their own needs.*

Job Title: **Lead Cook**

Classification:

Benchmark Match: Cook 3 - 80230

Date Prepared: January 28, 2002

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### ***JOB SUMMARY:***

Reports to the Manager or designate and works in accordance with the mission and philosophy of Lookout Emergency Aid Society including following Lookout's Code of Ethics. Duties and responsibilities include developing menus and recipes, planning and preparing assigned food items such as specialized diet items for specific clientele, maintaining a clean and safe work environment and performing administrative duties such as maintaining supplies and monitoring kitchen expenditures. The Lead Cook also provides direction to clients and/or volunteers.

### ***DUTIES AND RESPONSIBILITIES:***

1. Plans and develops menus and recipes with input from others such as a Nutritionist to ensure meals are nutritious, varied, cost effective, appealing and meet Licensing requirements by performing duties such as reviewing nutritional needs of clients, availability of specific food items, monitoring expenditures and reporting variances; incorporates donated foods/supplies as much as possible in food preparation. Initiates menu reviews in accordance with established policies and procedures.
2. Performs a variety of administrative duties such as estimating food and supply requirements based on menus and minimum/maximum inventory levels, placing purchase orders with external suppliers, receiving supplies, checking invoices against orders and goods received, storing and distributing supplies and contacting suppliers to obtain and provide information to investigate invoice anomalies and damaged shipments. Shops for food items and monitors kitchen expenditures.

3. Prepares and serves meals and snacks by performing duties such as planning food preparation and cooking schedules, cooking items through methods such as roasting, grilling and baking; tests for palatability.
4. Provides direction to client(s), volunteer(s) and/or community placements assigned to work area by performing duties such as demonstrating tasks, monitoring work, supporting client(s), volunteer(s) and/or community placements in completing functions and maintaining their work and attendance schedules. Advises Manager of any problems. Encourages and supports clients during their involvement in kitchen activities.
5. Maintains security of kitchen by performing duties such as ensuring all knives are kept under lock and key except those in current use.
6. Performs a variety of inventory control duties such as storing and rotating food and supplies.
7. Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergency issues, attending general and team meetings and supporting others through methods such as sharing of knowledge and information.
8. Observes clients and their environments to ensure the safety of clients and the premises by performing duties such as reporting unsafe conditions, incidents and/or behaviours, interacting with clients including observing client behaviour, investigating disturbances, dealing with client emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Records observations for communication to other staff.
9. Performs a variety of cleaning duties throughout shift such as cleaning food preparation equipment, sweeping and mopping floors including dining room and kitchen, cleaning sinks and counters, cleaning kitchen and storage areas such as walls, ovens and freezers and removing garbage. Washes scrubs and rinses pots, pans, dishes and utensils through methods such as by hand, dishwasher and/or potwasher.
10. Maintains equipment in the area by performing duties such as monitoring functioning of equipment and reporting malfunctioning equipment, maintenance and repair requirements to the Manager.
11. Maintains related manual and computerized records by performing duties such as completing documentation for recipes and records of client preferences, allergies and special dietary needs.
12. Performs other related duties as assigned.

## ***QUALIFICATIONS:***

### ***Education, Training and Experience***

Graduation from Grade 12, Basic First Aide Certificate, graduation from a recognized 12 month program in cooking plus two (2) years of recent related experience or an equivalent combination of education, training and experience.

Current Food Safe Certificate.

Demonstrated proof of two (2) years' sobriety if having alcohol/drug problems.

Crisis Intervention Skills Training an asset.

### ***Skills and Abilities***

- i) Demonstrated ability to communicate effectively both verbally and in writing.
- ii) Demonstrated ability to deal effectively with others.
- iii) Demonstrated physical/mental ability to carry out the duties of the position.
- iv) Demonstrated ability to organize work.
- v) Demonstrated ability to operate related equipment.
- vi) Demonstrated ability to work with disadvantaged and challenging adults in a diverse environment.
- vii) Demonstrated ability to work independently.
- viii) Demonstrated ability to plan, prepare and serve attractive, cost effective meals.
- ix) Demonstrated ability to provide work direction.
- x) Demonstrated ability to understand and maintain client/worker boundaries