



## **Cook Role Description**

**Reports to Meals Coordinator:** Coordinator of Meals Programs

**Supervisor:** Seniors Programs Manager

### **Position Overview:**

Working for the Meals on Wheels program, the part-time Cook will prepare food for our deliveries. In addition, the Cook will prepare Adult Day Program meals and, on occasion, support special events.

The Cook will take direction from the Lead Cook and prepare nutritious meals for our senior clientele, taking into consideration special dietary requirements and tight timelines. The Cook will use knowledge of commercial kitchen regulations and safe food handling practices to perform duties accordingly. In addition, the Cook mentors and supervises kitchen volunteers. The Cook is accountable for delivering quality meals within budget and collaborating with the various staff program coordinators.

### **Responsibilities:**

- Cook a variety of nutritious, low-sodium meals for vulnerable seniors through Hot Meals on Wheels, and Adult Day programs in an efficient and cost-effective manner. Ensure any accommodations of dietary needs, e.g. gluten free or lactose free meals.
- Prepare food for menus created by the Lead Cook, based on instructions. Incorporate feedback into meal preparation.
- Lead and maintain a safe, healthy and clean kitchen that meets or exceeds KFL&A Public Health Inspection and Safe Food Handling requirements.
- Ensure all food leaving the kitchen meets FIFO and temperature guidelines/requirements.
- Ensure proper maintenance of kitchen equipment. Elevate any issues/concerns to direct supervisor.
- Cook with, mentor and inspire volunteers. Provide feedback in a positive and respectful manner. Encourage a fun, relaxed atmosphere for volunteers to learn and feel their contribution is valued.
- Determine the level of volunteer support required for activities. Supervise kitchen volunteers to ensure food is prepared in a safe and sanitary manner.
- Ensure the proper receipt and storage of food items on site, if deliveries arrive on scheduled days and the Lead Cook is not available.
- Cook for special events as requested.
- Collaborate with various program coordinators.
- Provide assistance with administrative tasks as requested.

### **Terms and Conditions:**

- The work location of the role will be at our Sydenham Office, 4295 Stage Coach Road. Physical distance and screening measures are in place per KFL&A Public Health recommendations.
- The part time Cook will work 14.0 hours per week, within the hours of 7:00am to 2:30pm with breaks per the current Ontario Employment Standards Act.

- There is potential for additional hours.

**Required Skills and Experience:**

- Energy and passion for working with people and supporting community
- Willingness to work with and nurture volunteers with various personalities and abilities
- Ability to remain calm and respectful under pressure
- Safe food handling certification (or willingness to attain)
- Ability to read and follow recipe directions
- Knowledge in the area commercial kitchen equipment and regulations
- Knowledge of nutrition and special dietary requirements for seniors
- Proven leadership capabilities
- Self-motivated, with the ability to work independently but also collaboratively with a diverse team when required
- Demonstrate eligibility to work directly with vulnerable persons