



## IDENTIFICATION

| Department                        | Position Title |                   |
|-----------------------------------|----------------|-------------------|
| Tłı̨chǫ Community Services Agency | Head Cook      |                   |
| Position Number                   | Community      | Division/Region   |
| 94-11533                          | Behchokǫ/Edzo  | Tłı̨chǫ/Education |

## PURPOSE OF THE POSITION

The Head Cook is responsible for ensuring all dietary requirements of students at Chief Jimmy Bruneau (CJBS) are met in a safe, timely, efficient and effective manner.

## SCOPE

Located in Behchokǫ/Edzo, the Head Cook reports to the Vice Principal, and provides food services for approximately 650 students at Chief Jimmy Bruneau School. The Head Cook is responsible for ensuring that the school food services meet territorial, and regional standards, and typically include breakfast, lunch, and snack programs.

Purchasing, preparing, and serving nutritious foods will help to ensure the health and wellness of the students of the school, and contribute to the successful learning experience.

Reporting to the Vice Principal, and with the assistance of one Cook Assistant, the Head Cook is responsible for planning, preparing and serving nutritious and well balanced meals while addressing the special dietary needs of the students that meet the standards set in the TCSA Healthy Foods for Learning Policy, Canada's Food Guides, and the GNWT Healthy Food for Learning (Anti-Poverty Strategy) Action Plan.

This includes cooking, cleaning, being receptive to the needs of the school, serving meals and guiding the Cook Assistant and new cook staff in dietary techniques, etc. When available, traditional foods will be included on the menu.

In consultation with the Vice Principal, the Head Cook plans the daily menus. The Head Cook is responsible for ensuring that the meals served to students, staff, and visitors meet high

nutritional standards and where necessary special dietary requirements. The Head Cook is also responsible for food purchases and inventory control, to ensure economical use of the food purchasing budget.

Successful management of the kitchen and the daily menus will ensure that students and others receive satisfying, nutritious meals. Failure to ensure that food service meets acceptable standards will have negative impacts on the health of the students and may result in criticism from residents, family members and the public.

## **RESPONSIBILITIES**

### **1. Complete food preparation duties by:**

- Consults with the Vice Principal to set weekly menus that meet nutritional and dietary requirements
- Consulting the weekly menu and preparing cooking and preparation schedules to meet established serving times
- Organizing the work area to prepare meals in an efficient and sanitary manner
- Using standard cooking methods and safe cleaning practices as outlined in the Food Service Policy and Procedures Manual
- Preparing special menu items when required
- Assisting in menu planning by suggesting new recipes and techniques
- Preparing menu items for special occasions

### **2. Prepare nutritious meals and snacks and provide meal services according to school plans by:**

- Organizing supplies needed for meal service
- Serving menu and special menu items, including traditional foods when available, in portion controlled amounts
- Collecting and clearing dishes, cleaning the dining area (e.g. tables, chairs) after meal or snack service
- Occasionally offering coffee/tea services for meetings at the school
- Cleaning dishes properly using the dishwasher/sanitizer
- Returning all service items including dishes, utensils and equipment to their proper locations
- Follow the 'Healthy Foods for Learning' policy

### **3. Ensure food safety and sanitation standards are maintained by:**

- Handling and storing food according to the standards set in the Food Service Policy and Procedures Manuals
- Ensuring refrigerators and freezers operate at the proper temperatures
- Cleaning and sanitizing the work area and equipment using the proper chemicals and techniques
- Establishing and following daily, weekly and monthly cleaning schedule
- Complying with the personal hygiene sections of the Food Services Policy
- Cleaning and maintaining all kitchen equipment properly and notifying the Principal of the need for repairs or replacement

**4. Maintain inventory and waste control measures by:**

- Inspecting refrigerators, freezers and storage areas daily to ensure adequate stock
- Places food orders with the Principal's approval
- Checking food orders into stock, verifying the quality and condition of the food being delivered, refusing delivery of all sub-standard food items and notifying the Principal
- Following proper food rotation and disposal techniques as outlined in the Food Service Policy and Procedures Manuals
- Coordinating recycling programs

**5. Perform other related duties as required.**

**WORKING CONDITIONS**

**Physical Demands**

Working in a hot kitchen for most of every shift. Stand for extended periods during the shift. Walk for extended periods during the shift. Bend forward and in various directions to provide food service and perform cleanup duties. Lift and carry loads of up to 25kg. Regularly engage in physical exertion. Complete repetitive tasks

**Environmental Conditions**

Working in an industrial kitchen with equipment that can cause bodily harm such as cuts and burns and working with cleaning chemicals and detergents while following WHIMIS guidelines and safety practices.

**Sensory Demands**

The incumbent will spend time during the shift exposed to higher than normal room temperatures and will be required to use the combined senses of touch, sight and smell while preparing meal items.

**Mental Demands**

Establishing relationships with and providing meals to student who may include students with complex needs can be stressful at times. Providing nutritious meals and snacks on schedule every shift and for special occasions can be tiring and stressful.

The incumbent must be able to maintain a positive attitude when responding to all of these situations, and must have the ability to deal effectively with angry and frustrated people. Patience, tact, and sound judgement are required as well as the ability to use non-violent crisis intervention techniques, at all times with due regard for Tł'chǫ culture and traditions.

CJBS Team Members are expected to work co-operatively.

The Head Cook works regular day shifts; work schedules will be regularly reviewed and may be changed as needed to meet operational requirements.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Nutritional and dietary requirements and menu planning, particularly for students and those with special dietary requirements
- Preparing, cooking and serving meals and snacks in an institutional setting
- Strong organizational skills and the ability to prioritize tasks in a team based setting
- Cooking housekeeping standards and hygiene requirements
- Purchasing, scheduling and inventory control
- Very good interpersonal and listening skills and the ability to work as part of a team
- Ability to read and comprehend information
- CPR and Basic First Aid training
- The incumbent must be familiar with the operation of the following equipment:
  - Dishwasher and clothing washers and dryers
  - Stoves, ovens, dishwasher, mixer, knives, deep fryer, meat slicers, and other kitchen equipment to supervise food preparation, delivery and disposal
  - Micro-computing skills using Microsoft office software, such as Microsoft Word for word processing and email
- Confidentiality is of prime importance, as well as tact, discretion and the ability to communicate effectively. Failure to demonstrate these qualities may result in inappropriate decision making and negative publicity for the organization

### **Typically, the above qualifications would be attained by:**

Completing a commercial cooking program combined with at least one year of experience in institutional cooking. Experience working with a student population would be an asset.

An acceptable criminal records check is required and must be maintained.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

#### **French Language (check one if applicable)**

- French required (must identify required level below)

Level required for this Designated Position is:

**ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

**READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

**WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

#### **Indigenous Language: Tlicho**

- Required

- Preferred