



## IDENTIFICATION

Department	Position Title	
Tł'chö Community Services Agency	Assistant Cook	
Position Number	Community	Division/Region
94-15641	Behchokò/Edzo	Education/Tł'chö

## PURPOSE OF THE POSITION

The Assistant Cook is responsible for assisting the Head Cook to ensure that all dietary requirements of students are met in a safe, timely, efficient and effective manner.

## SCOPE

Located in Behchokò/Edzo, the Assistant Cook provides food services for approximately 650 students at Chief Jimmy Bruneau School. The Assistant Cook is responsible for ensuring that the school food services meet Territorial, and regional standards, and typically include breakfast, lunch and snack programs.

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

The Assistant Cook is responsible for assisting the Head Cook with daily meal preparation and maintaining kitchen hygienic standards. The incumbent will be in charge of the kitchen in the absence of the Head Cook. The incumbent assists the Head Cook with food purchasing, inventory control, and recycling.

The Assistant Cook is responsible for ensuring that nutritional standards and special dietary requirements are met.

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. Relief employees are used to provide last minute shift coverage, often a single shift at a time, and provide services on an as-and-when required basis.

## **RESPONSIBILITIES**

**1. Assists the Head Cook to complete food preparation duties by:**

- 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 for students with dietary requirements
- Assisting in menu planning by suggesting new recipes and techniques
- Preparing menu items for special occasions
- Taking charge of the kitchen in the absence of the Head Cook.

**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
- 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 Head Cook of the need for repairs or replacement.

**4. Assists the Head Cook to maintain inventory and waste control measures by:**

- Inspecting refrigerators, freezers and storage areas daily to ensure adequate stock and notifying the Head Cook accordingly
- Verifying the quality and condition of the food being delivered, refusing delivery of all sub-standard food items and notifying the Head Cook or Principal
- Following proper food rotation and disposal techniques as outlined in the Food Service Policy and Procedures Manuals
- Participates in recycling programs.

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

**WORKING CONDITIONS**

**Physical Demands**

The incumbent must be able to: work 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 up to 25 kg in weight, Regularly engage in physical exertion, Complete repetitive motion, and Operate in awkward positions. (This involves physical exertion produced by the incumbent in carrying out the responsibilities of the position beyond a standard office environment.)

**Environmental Conditions**

Environmental risks associated with the position include 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 all WHMIS guidelines and safety practices.

**Sensory Demands**

The incumbent will spend time during a 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 students including those with complex needs can be stressful. Providing nutritious meals and 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 judgment are required as well as the ability to use non-violent crisis intervention techniques, at all times with due regard for Tłchǫ culture and traditions.

CJBS Team Members are expected to work co-operatively.

The Assistant 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**

The preferred incumbent would have the following 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
- Knowledge and skills to assist with 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:
  - Dish washer 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-Computers using Microsoft Office software, such as Microsoft Word for word processing etc.
- 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:**

The preferred incumbent will have completed 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.

### **ADDITIONAL REQUIREMENTS**

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

#### **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:**

Required

Preferred