



## **Job Description**

### **Job Title: Head Cook**

Department: Kitchen

Classification: Full time, starting wage \$26.83-\$28.89/hr depending on experience

Reports To: Team Lead/Executive Director

#### **1. Job Summary**

The Head Cook for AWHK leads the kitchen operations at Katherine's Place and leads the kitchen staff in all matters related to food preparation. The Head Cook will ensure that there are adequate food supplies, plan the menu, and see that the kitchen and equipment are kept immaculate at all times. The Head Cook will be creative in developing new recipes that cater to the youth in AWHK programs and they will have the leadership skills necessary to inspire the team. The Head Cook should be able to handle multiple duties simultaneously and will need to be extremely organized.

HOURS: M-F 8:00am-4:00pm up to 37.5 Hours/Week

#### **2. Key Duties & Responsibilities**

##### **a) Cooking**

- Assist team to prepare and cook large quantities of food for 40+ (lunch and dinner, and dry breakfast)
- Lead meal prep/service and supervise kitchen team
- Provide guidance to kitchen staff members and tenant support workers with respect to food preparation, service, and cleaning
- Oversee and organize kitchen stock and ingredients
- Ensures a first-in, first-out food rotation system and verify all food products are properly dated and organized for quality assurance
- Assist and lead staff to keep cooking stations stocked, especially before and during prime operation hours
- Verify food storage units all meet standards and are consistently well-managed
- Regularly monitor and inspect kitchen equipment and make or order repairs
- Ensure high standards of hygiene, cleanliness and safety are maintained throughout all kitchen areas at all times as per industry standards
- Other duties which may or may not be outlined in this job description.

## **b) Administration**

- Lead menu creation, managing food and product ordering by keeping detailed records and minimizing waste, and work with existing systems to improve waste reduction and manage budgetary concerns
- Plan ahead for special occasions and/or functions with unique food requirements with the AWHK Team
- Reviewing invoices from suppliers for accuracy and updating computer files related to food service annually and as needed (food inventories, signage and labels, recipe books)
- Quality improvement and menu review
- Other duties which may or may not be outlined within this job description.

## **c) Team Support**

- Assist the Executive Director in scheduling and hiring of staff
- Train new staff to kitchen standards
- Demonstrate new cooking techniques and new equipment to cooking staff
- Ensure compliance with all supportive standards, policies, and procedures
- Work with the AWHK Team Leads to schedule and prepare for Life Skills Training Sessions in the kitchen around regular food prep schedules

## **3. Required Qualifications**

- Minimum of two years prep/cooking experience
- Formal culinary training required
- Advanced knowledge of food hygiene and safe kitchen practices including the use of commercial equipment and tools.
- Detailed Knowledge of HACCP (Hazard Analysis Critical Control Points)
- Understands and maintains professional boundaries
- Must pass an acceptable criminal record check for the vulnerable sector
- Occupational First Aid Level 1, Food Safe Level 1 and WHMIS required
- Readiness to complete in-house online training within the first month of employment
- Mental Health First Aid, ASIST, and Trauma Informed Practice an asset
- Ability to work in a pet friendly environment

#### 4. Skills & Abilities

- Proven ability to lead a team and capacity to take initiative to independently carry out the tasks associated with the role
- Demonstrated ability to communicate effectively with clients, co-workers, and people in the community
- A passion for healthy and delicious food
- Respectful, empathetic, non-judgmental attitude to clients and colleagues
- Physical ability to carry out the duties of the position
- Ability to organize and prioritize
- Ability to analyze and resolve problems
- Ability to be flexible to meet the needs of a demanding work environment
- Ability to assist colleagues and clients to deal with crisis situations competently
- Excellent interpersonal communication skills
- Understanding and commitment to youth participation and empowerment

Reviewed by: \_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Supervisor's Signature

Reviewed On: \_\_\_\_\_

Date