



# PACIFIC CARLTON

SENIORS COMMUNITY

## PREP COOK – JOB DESCRIPTION

### **JOB SUMMARY:**

The Prep Cook is responsible for the preparation, storage, and service of menu items to the required standard and the general direction of all dietary staff. Responsibilities also include ordering supplies, quality control, and other duties related to the ongoing operation of the department.

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

1. Cooks, reconstitutes and portions regular and therapeutic food items accurately according to menu plans and standardized recipes.
2. Plans and prepares food for special functions.
3. Ensures food items are prepared and served according to schedule.
4. To ensure established standards of quality and quantity are being maintained, tests for palatability and temperature and adjusts accordingly.
5. Estimates food requirements according to nutritional and therapeutic diet needs; orders and receives supplies as required.
6. Reports inventory shortages to the Food Services Manager.
7. Responsible for inventory control and ensures that food and supplies are rotated to minimize spoilage and waste.
8. Ensures dietary and cooking equipment and supplies are used and stored in a safe and efficient manner. Reports unsafe or faulty equipment to the designated supervisor.
9. Ensures dietary and cooking equipment and designated work areas are kept clean and tidy.
10. Maintains a current knowledge of and complies with all department policies and procedures.
11. Maintains the confidentiality of information relating to residents, families, colleagues, and the operation of the residence and organization.
12. Performs other related duties as assigned.

### **QUALIFICATIONS**

- Must be skilled at problem-solving, including being able to identify issues and resolve them in a timely manner.
- Must possess strong interpersonal skills.
- Must be able to prioritize and plan work activities to use time efficiently.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to provide performance through management feedback.
- Must have the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with applicants, clients, and staff.

PLEASE SEND RESUMES TO: [molly@vrs.org](mailto:molly@vrs.org)





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### EDUCATION/TRAINING

- Graduation from a recognized 12-month programing in cooking.
- 1+ years of recent related experience or an equivalent combination of education, training, and experience.
- WHMIS Certificate.
- Food Safe Level 1.

### EXPERIENCE

- 1 year experience working in an equivalent role in a kitchen.
- Previous experience working with seniors is considered an asset.

### PERSONAL

- Must be able to speak English fluently and communicate effectively both verbally and in the composition of written materials.
- Must pass a Criminal Record Check

**\*\*All applicants must be vaccinated with at least two (2) doses of the COVID-19 vaccine.**

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