

*Lookout Housing and Health Society is a “social safety-net” providing minimal-barrier housing and a range of supportive services to assist adults with low or no income who have few, if any, housing or support options and who are challenged in meeting personal needs and goals.*

## Job Description – COOK

<b>Classification:</b> Food Services <b>Benchmark:</b> Cook 1 (80201) <b>Grid:</b> 9	<b>Date Prepared:</b> January 28, 2002 <b>Date Updated:</b> July 19, 2019
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### JOB SUMMARY:

The Cook reports to the Program Manager or designate and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout’s Code of Ethics. Duties and responsibilities include preparing and serving assigned food items, maintaining a clean work environment and providing direction to clients and/or volunteers.

### DUTIES AND RESPONSIBILITIES:

1. Prepares and serves meals and snacks by performing duties such as planning food preparation and cooking schedules, cooking items through methods such as roasting, grilling and baking; serves; tests for palatability. Modifies and adjusts established menus as required.
2. Maintains security of kitchen by performing duties such as ensuring all knives are kept under lock and key except those in current use.
3. Performs a variety of inventory control duties such as storing and rotating food and supplies.
4. Provides direction to guests(s), volunteer(s) and/or community placements assigned to work area by performing duties such as demonstrating tasks, monitoring work, supporting guests(s), volunteer(s) and/or community placements in completing functions and maintaining their work and attendance schedules. Advises Manager of any problems. Encourages and supports guests during their involvement in kitchen activities.
5. Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergency issues, attending general and team meetings and supporting others through methods such as sharing of knowledge and information.
6. Observes guests and their environments to ensure their safety by performing duties such as reporting unsafe conditions, incidents and/or behaviors, interacting with clients including observing client behavior, investigating disturbances, dealing with guest emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Records observations for communication to other staff.
7. Performs a variety of cleaning duties throughout shift such as cleaning dining room, kitchen, storage areas and food preparation equipment through methods such as: sweeping and mopping floors, cleaning sinks and counters, walls, ovens and freezers and removing garbage. Washes scrubs and rinses pots, pans, dishes and utensils through methods such as: by hand, dishwasher and/or potwasher.

8. Maintains equipment in the area by performing duties such as monitoring functioning of equipment and reporting malfunctioning equipment, maintenance and repair requirements to the Manager.

9. Performs a variety of duties related to supplies through methods such as receiving supplies, checking invoices against orders and good received, storing supplies and updating inventory records. Refers problems to Manager or Coordinator.

10. Maintains related manual and computerized records by performing duties such as completing documentation for recipes and records of client preferences, allergies and special dietary needs.

11. Performs other related duties as assigned.

**QUALIFICATIONS:**

***Education, Training and Experience***

- Grade 12 diploma
- Graduation from a recognized 12 month Cooking Program
- Food Safe Certificate
- OFA 1 First Aid Certificate
- Recent related experience of one(1) years  
OR an equivalent combination of education, training and experience  
OR other qualifications determined to be reasonable and relevant to the work.
- A minimum of two (2) years sobriety if having alcohol and/or drug problems.

***Skills and Abilities***

- Ability to work independently
- Ability to communicate effectively both verbally and in writing
- Ability to perform the demands of the job.
- Ability to operate related equipment.
- Suitability to work with disadvantaged and challenging adults in a diverse environment.
- Ability to organize work
- Ability to deal with others effectively
- Ability to provide work direction
- Ability to understand and maintain client/worker boundaries

As of the signed date, I have read and understood the above job description.

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Signature

\_\_\_\_\_  
Date