

The Culinary Arts School of Ontario

<https://chefschool.ca/job/cook/>

Cook

Description

To prepare, cook and serve/distribute meals for youth and staff on an assigned shift. Ensure meals are prepared to accepted standards and on time and that cleanliness, safety and security are maintained. Participates in the programming for youth by teaching skills and providing opportunities for the youth to learn food preparation.

Responsibilities

Under the general direction of the Food Services Manager and/or Cook 3 and in accordance with established core menus:

1. Preparing a wide variety of nutritious foods, including complete meals, special foods and diets based on medical or religious needs, snacks, beverages through standard volume cooking and baking methods, portion control, presentation and service, ensuring quality and quantity; and the proper storage of food. Also responsible for serving and replenishing food on the cart and/or tray line and the special functions.
2. Ensuring food items are properly presented punctually served and conforms to portion control standards.
3. Assisting in the daily food item inventory of supplies on hand and required for pre-determined menus; making alterations or substitutions for food items not immediately available in the absence of the Manager and/or Cook 3; assisting with purchasing food supplies based on daily and long term requirements; maintaining inventory control of food and cleaning supplies; and transporting food supplies from stores to kitchen area.
4. Ensuring safe and proper food services by: operating and using the equipment in a safe and sanitary manner; reporting any equipment or physical facility functioning issues to the Manager and/or Cook 3; following safe and sound food handling practices; ensuring that standards of cleanliness and hygiene are maintained by cleaning and sanitizing kitchen/ work area, cart and/or tray-line, trays, floors, walls, sinks, utensils, and equipment; and removal of garbage to disposal area.
5. Receiving training and instructions as time permits from the Food Services Manager and/or Cook 3.
6. Contributing to the programming and smooth functioning of the facility by; developing a kitchen work program for youth including daily work schedules for youth who have been approved to participate in the program; assigning tasks to youth helpers in the food preparation such as washing, peeling slicing and chopping vegetables, etc.; working with staff and youth to integrate youth activities and food preparation functions to obtain certification from the Peel Board of Education; exercising responsibility in the supervision of youth by assigning various duties and checking their work; ensuring security responsibilities for youth in the kitchen and adherence of safety practices; assessing their conduct, and warning in minor infractions. Evaluating progress of youth in the kitchen work program and providing written comments/reports to the Education department for certification for the youth.

Hiring organization

Ministry of Child & Youth Services:
Roy McMurtry Youth Centre

Employment Type

Full-time

7. Performs other related duties as assigned.

Qualifications

Staffing and Licensing Requirements: Good physical health, Current First Aid and Heart Saver Certificates.

Knowledge: Knowledge of large volume cooking/baking procedures and methods to prepare a variety of foods and volume meals. An understanding of food preparation techniques consistent with requirements for special diets due to medical or religious needs. Knowledge of safe food handling practices, sound working knowledge of the Canada Food Guide, proper facility food services sanitary requirements, and a range of food preparation techniques and terms. This knowledge is usually gained through work experience in institutional or restaurant cooking. Knowledge of kitchen equipment and tools to prepare food and meals, and to instruct youth in their proper use. Knowledge of relevant parts of such legislation and regulations as Public Health Act, Hazard Analysis Critical Control Points (HACCP), Occupational Health & Training Act, Workplace Hazardous Materials Information System (WHMIS) and facility security practices/procedures to ensure compliance with standards of sanitation, food safety, proper equipment operation/utilization and to maintain the safety and security of the kitchen facility.

Skills:

- Knowledge of food service techniques and experience in volume cooking usually by employment in a large restaurant or institutional setting.
- Willingness to work shifts; Proficiency in the use of a variety of kitchen equipment consistent with institutional setting. Ability to maintain food inventory consistent with the approved menu and remain within a budget; analytical skills to ensure standards of food quality, quantity and portion control are met and to make decisions regarding substitution of food items in absence of Manager and/or Cook3 and the ability to adjust quantities accordingly to a fluctuating facility population.
- Analytical skills are necessary to report malfunctioning equipment and appliances, workplace hazards, and to observe and report any potential problems in food quality, sanitation and hygiene control.
- Communication skills to address quantity and/or quality problems with foods issues; to explain equipment problems to service providers; and to coach and train youth in cooking methods and procedures, as well as to write labels, repair reports, record/fill out production sheets, temperature charts, and communicate to Manager and/or Cook3 and facility staff.
- Ability to instruct, to train and supervise youth kitchen workers.
- Interpersonal skills, tact and discretion to instruct and provide direction and deal with issues in the absence of Manager and/or Cook3, and to train youth assigned to the kitchen program.

Working in accordance with facility policies and procedures with regard to standards, and relevant legislation governing sanitation and safety requirements. As a journeyman cook prepares and meals based on an approved rotational menu at the youth justice facility, with tasks to be completed at schedule times, i.e. meals prepared for established meal periods.

Working under general daily supervision of the Food Services Manager and Cook 3 and may work independently on early/late shifts and weekends, holidays, dealing with issues such as menu substitution as required. Incumbents share responsibility with other assigned staff for ensuring custody, control and safety of youth helpers, during their assignment in the kitchen area.

Contacts

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