

POSITION SUMMARY

To support our dietary team to prepare and cook home-style meals for residents, guests, and employees of Meridian Housing Foundation

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this position shall include but not be limited to the following:

- Prepares and cooks food in quantities according to menu and number of persons to be served
- Washes and puts away dishes, pots and pans
- Operates and cleans kitchen equipment and ensures its proper working order
- Serves meals
- Assists in supervising of and delegating to dietary staff
- Finds replacement staff if required
- Helps in receiving and putting away of the grocery order if needed
- Ensures proper food handling and maintains proper food temperatures
- Maintains accurate food inventories, rotation, labels, storage and usage to avoid spoilage and waste
- Ensures that the food prep area and kitchen are cleaned and sanitized
- Documents all necessary information in communication binder
- Completes general dietary and cleaning tasks to support department
- Participates in workplace inspections, department record keeping and creating safe work practices
- Assists residents requiring help

SAFETY RESPONSIBILITIES

- Keeps self and others healthy and safe according to the AB Occupational Health & Safety Act, Regulation and Code
- Supports the Workplace Health and Safety Management System
- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules and legislation

DRESS CODE

- Casual attire; uniforms are acceptable
- Flat, non-slip, closed-toed shoes or runners (crocs, or any version of, are not permitted)
- Hair must be tied back and away from the face
- Aprons will be provided when in the kitchen
- No rings, nail polish or fake nails (unless gloves are worn)

ABILITIES, SKILLS AND EXPERIENCE

- Able to read and follow standardized recipes
- Able to work as part of a team in a busy kitchen atmosphere
- Ability to endure frequent periods of walking, standing, kneeling, crouching and reaching with hands and arms
- Ability to lift and/or move up to 25 pounds
- Strong organization skills
- Strong coordination and planning skills
- Strong ability to understand written and spoken instruction
- Ability to constantly improve and learn
- Ability to supervise and lead others

MINIMUM QUALIFICATIONS

- High school diploma/GED required
- 2+ years' experience as a Cook in the restaurant industry
- Certificate in Food Handling an asset