

POSTING

LEAD COOK

Permanent Full Time (37.5 hours per week)
(May require work outside normal office hours)

Assisted Living Program

Nichol Place is a 48 Unit Assisted Living Program providing assistance and support to residents while encouraging independence, self-responsibility, and healthy life-style choices.

The Lead Cook will be responsible for all Food Service related activities, including meal preparation; ensuring meals are nutritious, meal service and kitchen management.

KEY DUTIES AND RESPONSIBILITIES

- Adheres to the policies and standards of Options Community Services as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Participates in the hiring of kitchen staff. Provides supervision and facilitates training and development activities for kitchen staff.
- Sets kitchen work schedule and plans replacements for leave requests.
- Plans seasonal menus based on a defined budget, the Canada Food Guide and input from residents.
- Meal preparation and service in accordance with the relevant Foodsafe guide and the Canada Food Guide.
- Ensures regular cleaning of commercial kitchen, including oversight of professional maintenance schedules for equipment.
- Conducts monthly inventories and places supplier orders (food, supplies, kitchen equipment).
- Follow all regulations applicable to cleaning, storing, and serving of food.
- Follow all regulations consistent with cleanliness of kitchen and dining room areas.
- Trains kitchen personnel in sanitation practices and establishes cleaning schedules, stock rotation schedules, refrigeration temperature controls and other sanitary controls
- Direct and supervise volunteer staff in their kitchen duties as approved by the Program Manager.
- Maintain professional growth through attending workshops, courses and by reviewing current information/resources.
- Additional duties may be required/assigned or existing duties modified by the supervisor as circumstances dictate.

QUALIFICATIONS

Education, Training, and Experience

- Certificate or equivalent training and experience in the nutrition/culinary field.
- Minimum of 2 years demonstrated experience working in a commercial setting.
- Current Level I First Aid certificate.
- Level I Food Safe certificate.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 08/04/2020

OCS Posting #:A21601

Job Skills and Abilities:

- Possess superior time management skills.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.

* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position].

CLOSING DATE:

Resumes will be reviewed starting August 11, 2020 but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Slinder Balaggan, Deputy Executive Director
Options Community Services Society

Email: Slinder.Balaggan@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21601] and outlining your qualifications and related experience for the position.