



JOB DESCRIPTION

JOB TITLE: Institutional Cook

JOB SUMMARY: The Canadian Mental Health Association provides mental health education and mental illness recovery-focused programs and services for people of all ages and their families. We work collaboratively to develop realistic community awareness of homelessness and provide shelter/housing opportunities for clients.

The Institutional Cook prepares and cooks meals for residents of the shelter and ensures the safety and cleanliness of the kitchen areas. The institutional cook will interact with shelter clients in a way that maintains their dignity and well-being.

REPORTS TO: Manager of Nutrition and Food Services or Designate.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Experience in meal planning, food preparation and cooking;
- Be able to reach, bend, stoop and frequently lift up to 50 pounds;
- Be able to work in a standing position for long periods of time;
- Understanding and knowledge of safety, sanitation and food handling procedures;
- Understanding of professional cooking and knife handling skills;
- Formal culinary training required.
- Demonstrated knowledge developing and maintaining relationships with external food suppliers, other agencies and communities.

SPECIAL REQUIREMENTS: *Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.*

- Criminal Record Check
- CPR/First Aid
- Valid Driver's License
- Vehicle Business Insurance
- Current Food Safe Certificate

COMPENSATION & HOURS: *To perform this job successfully, an individual must be flexible with their hours. The compensation and hours listed below are subject to change under mutual agreement or at CMHA Kamloops sole discretion. Reasonable advance notice will be provided for any work above the maximum hours. Any hours above the maximum per week must be approved by the Executive Director or Designate.*

- 37.5 hrs. /Week
- Wage: \$23 Per Hour
- 100% Employer paid benefits after probation include extended health, choice of MPP or RRSP, dental, group life, accidental death and dismemberment.
- Mileage/Travel: CMHA Kamloops will pay \$0.61/Km for any work done outside of Kamloops or trips to other sites e.g. admin office and other work sites



Must demonstrate the following knowledge, skills and abilities:

- Effectively work in both a team environment and independently;
- Knowledge of food nutrition and food safety regulations
- Knowledge of special dietary requirements for clients including food allergies
- Good, demonstrable computer skills including emails and intermediate computer usage;
- Sensitivity towards individuals with disability, mental illness and substance abuse;
- Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- Effective critical thinking skills;
- Be able to move quickly during times of crisis.
- Demonstrated ability to work effectively with men and women of diverse races, ethnicities, ages and sexual orientations in a multicultural environment.

RESPONSIBILITIES & KEY DUTIES:

- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in ovens, grills, and a variety of other kitchen equipment;
- Maintains a clean and sanitary work station and refrigeration equipment;
- Attends all scheduled employee meetings and brings suggestions for improvements;
- Performs other related duties as assigned by the Manager of Nutrition & Food Services;
- Work within a multi-disciplinary shelter team liaising with staff and supervisors to promote a supportive respectful environment;
- Prepare and cook complete meals or individual dishes (Allergy)
- Prepare and cook special meals for clients as instructed by Manager of Nutrition & Food Services,
- Plan menus, determine size of food portions, estimate food requirements and costs, and monitor and order supplies,
- Inspect kitchens and food service areas,
- Maintain inventory and records of food, supplies and equipment,
- Clean kitchen and work areas, organize and manage buffets area
- Transport meals to other sites and assist with meal prep, if required
- Performs all other duties as assigned

WORK ENVIRONMENT, ATTENDANCE, TRAVEL and PHYSICAL DEMAND *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- This position requires knowledge of quantity food production and servicing techniques, as well as food safety and sanitation requirements, knowledge of food and nutrition, executing food plans/menu.
- The employee may be required to stand, walk, sit, reach with hands and arms, and operate a vehicle. Majority of work involves working in an institutional kitchen, cleaning, lifting, serving meals, standing for long periods of time, and general kitchen duties.
- Work may require traveling to other sites and meetings if required.
- Other duties as assigned by Executive Director or Designate.

By signing below, I agree that I have read and understand the Institutional Cook Job description.

Employee name

Date

Employee signature