



WOOD BUFFALO WELLNESS SOCIETY

Mark Amy Treatment Centre

COOK

Position Description

POSITION TITLE:

COOK

FUNCTIONAL RESPONSIBILITIES:

Under the direct supervision of the Executive Director, the Cook will be responsible for the planning and preparation of all meals provided for the clients and staff.

A) ADMINISTRATION:

1. Prepare weekly menus according to the dietary and/or special needs of the clients.
2. Prepare, cook and serve nutritious meals as planned.
3. Order and/or shop for groceries as required within monthly budget limits.
4. Clean, disinfect and sanitize kitchen in conjunction with national health standards.
5. Ensure proper usage of kitchen equipment.
6. Wash and disinfect cooking utensils and dishes as needed.
7. Maintain filing system in a confidential manner.
8. Comply with all program and file administrative procedures.
9. Complete and submit required incident reports to Team Lead.
10. Attend all scheduled staff meetings.
11. Attend staff training sessions as directed.

B) MISCELLANEOUS:

1. Answer phones and greet visitors in a friendly, courteous and efficient manner.
2. Explain to clients proper safety procedures in performing their chores.
3. Keep Centre in a clean and tidy condition.
4. Participate in fund-raising activities as required or directed.
5. Make recommendation to counsellors/Executive Director for client termination.
6. Undertake any other related duties as assigned by the Team Lead or Executive Director.

C) QUALIFICATIONS:

1. Certificate for Journeyman Cook or equivalent experience.
2. Food and Sanitation Certificate.
3. Ability to work on own with little or no supervision.
4. Effective verbal and written communication skills.
5. Good organizational skills.
6. Valid Drivers License.

I hereby acknowledge that my supervisor has reviewed this job description with me. I fully understand the scope of duties contained herein, that I am committed to fulfilling the duties described above, and that I was provided with a copy of this job description for my personal reference.

I am also aware that my performance review and evaluation will be based on this job description and that this job description is subject to review and amendment.

Employee Signature

Date

Executive Director Signature

Date