



DISTRICT OF TAYLOR

Cook

Job Description

Title: Cook

Date: Jun 16, 2022

Department: Golf Course

Job Category: Trades/Technical

Reports To: Kitchen Supervisor

Position Number:

Interacts With: Kitchen staff, Front-End staff,
restaurant patrons, public

Grade Assignment: 2

General Summary:

Cooks complete a wide range of duties in addition to food preparation including, but not limited to, restocking, cleaning, set up and take down of events, and supporting other departments as requested. Reporting to the Kitchen Supervisor, and working as a key member of restaurant team, the Cook works to ensure that the food preparation supports the overall organizational goals and atmosphere of the club. This role will also be required on occasion to perform Shift Lead duties in rotation with other employees.

Primary Duties and Responsibilities:

General

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

Health and Safety

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Performs safe use of all kitchen equipment including knives, slicer, fryers, grill, ovens, and dishwasher
- Know, understand, and ensure ongoing compliance to all food safety requirements and regulations
- Ensure the cleanliness of the food preparation areas, cooking surfaces, utensils, dishes, stock areas, laundry, and staff washroom

Kitchen Services

- Cook food to order, following all recipes and preparation instructions to ensure consistency in preparation and presentation, taking note of any special requests
- Know the menu thoroughly and able to prepare all items on the menu

- Complete food prep responsibilities, including pre-cooking, washing, cutting, portioning and preparing items
- Clean, stock, and restock food preparation areas, ensuring areas are fully supplied prior to busy periods and at the end of shift
- Identify and communicate item shortages, equipment issues, accidents/near misses, food service complaints and other key shift information accurately and timely
- Ensure all policies and procedures are followed with respect to properly portioning items, accurate inventory rotation, and managing food and supply costs
- Collaborate and communicate with other cooks and front-end staff to ensure excellent overall restaurant service levels
- Monitor inventory of pre-packaged food (ex. Sandwiches) and prepares pre-packaged foods as required to ensure sufficient supply for customers while managing food waste by not preparing perishable items in excess
- Set up event food service, monitor food quantities on the buffet, and clean up buffet service
- Complete proper opening and closing procedures

Shift Lead

- Act as shift supervisor to lead other cooks in their work, providing direction with regard to food preparation and other additional tasks
- Act in a training capacity for other cooks to ensure they understand and can perform kitchen responsibilities, use the equipment, and can work within the menu and identified recipes
- Problem solve and identify options in response to unexpected issues such as equipment breakdown, supply shortages or unexpected food waste
- Act as main point of contact to answer questions from other cooks or golf course staff as it relates to kitchen operations
- Provide temporary coverage for Kitchen Supervisor, including activities such as the occasional ordering of food supplies, responding to requests from other Supervisors, or schedule management (calling in extra staff or sending staff home)
- Act as a key holder, ensuring appropriate controls and security when opening or closing the clubhouse

Requirements and Qualifications:

Education and Experience:

- Grade 12 Diploma or equivalent
- 1-3 years of experience working in a fast-paced kitchen
- Certificate in Culinary Arts or comparable education an asset
- FOODSAFE Level 1 Certification an asset
- Experience with catering large functions an asset

Knowledge, Skills, and Abilities:

- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Strong understanding of food safety
- Understanding of food preparation and ability to operate general kitchen equipment
- Hold full understanding of kitchen operations
- Strong communication skills and ability to interpret both verbal and written instructions
- Ability to work effectively in a team environment
- Attention to detail and focus on accuracy with regard to food preparation and presentation

- Ability to manage and maintain a positive attitude in a fast-paced work environment
- Ability to work efficiently with minimal supervision

Other Requirements:

- Clear Criminal Record Check
- Legally entitled to work in Canada

Working Conditions (environmental conditions, physical demands, travel, etc.):

- This is a seasonal position, with scheduled hours varying through the season (generally April – Thanksgiving weekend). Hours can be impacted by weather conditions when it impacts operating hours of the course
- Although there is some schedule flexibility, employees can expect to work on league nights (Tuesday – Thursday), weekends and special events. There is limited availability for extended time off during the season
- Due to the fast-paced service nature of the role, must be able to remain standing for long periods

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

Ryan Gafay, Director
 Name/Title of Community Services

[Signature]
 Signature

Aug 4, 2022
 Date

Sara Green
 Name/Title
Chief Administrative Officer

[Signature]
 Signature

Aug 4 2022
 Date

