

# CCHRSC'S HR TOOLKIT



**TOOL:** Sample Job Description - Cook

**POSTED:** March 2012

[Insert your organization's name here]

## **JOB DESCRIPTION - COOK**

**JOB CLASS:** COOK  
**JOB TITLE:** COOK  
**LOCATION:** GEORGE STREET  
**REPORTS TO:** MANAGER, GROUP DAY CARE

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### **SUMMARY:**

Plans, prepares and provides well balanced and nutritious meals and snacks which meet the needs of children and other agency food services in an organized and hygienic setting within food budget guidelines.

### **KEY OBJECTIVES:**

- To performs duties in accordance with the mission statement and core values of \_\_\_\_\_ and the mandate of Group Day Care.
- To ensure the provision of well-balanced and nutritious meals and snacks within budget guidelines which meet the needs of the children in care and other agency food services.
- To maintain an organized, functioning and hygienic kitchen.

### **DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

1. Plans meal and snack menus in accordance with Canada's Food Guide and the Day Nurseries Act which meet the nutritional needs of young children and provide food variety and appeal as well as reflecting the ethnic diversity of the children at the centre; consults with the Group Program Manager regarding menu plans; posts menu plans two weeks in advance and notes any changes daily; maintains a current list of children with special health and cultural dietary food needs and plans and provides acceptable alternatives.

*Andrew Fleck Child Care Services agreed to share this document as a resource for the CCHRSC's HR Toolkit. Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.*

2. Orders or purchases all food and kitchen household supplies within budget guidelines and economically; monitors food expenditures; authorizes purchase vouchers/invoices from distributors and ensures that vouchers/invoices are accurate.
3. Maintains food and kitchen household supplies by receiving and storing deliveries in hygienic and organized conditions and monitoring stock; rotates food stock to ensure quality; keeps accurate stock control for record-keeping purposes.
4. Provides meals and snacks daily by preparing food for immediate or future serving in compliance with health regulations; assists in serving meals to children, when required.
5. Maintains hygiene standards as defined under the Food Premises Act; keeps kitchen, cupboard, kitchen equipment and food storage areas clean and organized by cleaning pots, counters, equipment and dishes; loading and operating dishwasher; cleaning coolers, pantry and appliances; maintaining equipment and arranging for servicing of appliances when needed.
6. Provides afternoon snacks and beverages for children attending the summer camp program by preparing food and, when necessary, delivering it to off-site location.
7. Plans and caters food services for parenting, board and executive meetings and any other agency functions or special events.
8. Supervises, trains and evaluates the kitchen assistant and occasional students and volunteers; arranges own replacement for short term absences with housekeeping staff.
9. Recommends budget priorities for kitchen equipment purchases and receives petty cash related to program food services.
10. Demonstrates care and interest in children; encourages a positive attitude towards food and nutrition; may assist with supervision of children at meal times.
11. Communicates daily with teaching staff concerning attendance, special needs, special events, outings and changes in schedule and accommodates whenever possible; evaluates meals and snacks with teaching staff.
12. Attends housekeeping and general staff meetings and participates in WHMIS and Food Handler's workshops and any other opportunities for professional growth and development.
13. Other related duties as may be assigned by the Program Manager.

***Revised and approved by the Board of Directors***

***On October 25, 2006***

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## **COOK**

### **QUALIFICATIONS**

- High School Graduation Diploma
- Food Handling Certificate
- Certificate or Diploma related to cooking would be an asset
- WHMIS training an asset
- Qualified experiences in cooking for groups and operating a kitchen
- Knowledge of basic principles of good nutrition and special dietary requirements
- Basic knowledge of hygienic plant maintenance and housekeeping
- Demonstrated ability to plan, prepare and serve balanced meals and snacks for children
- Ability to operate within budget guidelines, shop economically and be organized
- Ability to work independently with minimal supervision or direction

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