

STRATHMERE LODGE – DIETARY DEPT POLICY & PROCEDURE MANUAL

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Sub-Section:	Job Description – Assistant Cook	Reports to: Cook or Nutrition Manager

Date of Issue:	May 19 th , 2022	Replaces issue of:	July 21 st , 2021
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POSITION SUMMARY:

Prepares, cooks, and bakes a variety of food items for Breakfast, Lunch or Supper meals following the menu using standardized recipes in accordance with health regulations.

Hours of Work: Causal

PRINCIPAL RESPONSIBILITIES:

Reads daily menu, follows standardized recipes and production sheets, and gauges the amount to be cooked to minimize waste and leftovers.

Follows production sheets that identify food items for special diets and be aware of new diet requirements.

Prepares food items by cutting, peeling, chopping, etc. Cooks all hot entrees according to specific duty outline and designated policy and procedure for safety and quality assurance. Manages time to ensure food is prepared and ready for meal service.

Position requires operating Rational Combi-Oven, ovens, knives, grinder, mixer, Robocup food processor, meat slicer and other small appliances.

Requires working in a hot humid environment, which occasionally may lead to uncomfortable, fluctuating temperatures and working conditions.

Ensures work area and equipment are clean.

Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures in order to prevent injury to self or others, including: reporting injury hazards for remedy; and using personal protective equipment (PPE) appropriate to the task at hand.

MINIMUM QUALIFICATIONS:

- Culinary Management Diploma/Cook Level One Certificate/Institutional Cook Certificate/ Food Service Worker.
- Two years experience in Institutional Quantity Cooking.
- Ability to meet the physical requirements of the job as specified in the Physical Demands Analysis.

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- Ability to read and communicate in the English language.
- Food Handlers Certificate