



## STEIN VALLEY NLAKEPAMUX SCHOOL

# JOB DESCRIPTION FOR LEAD COOK

### **JOB SUMMARY:**

The Lead Cook is responsible for working with a Nutritionist/Dietician in establishing and implementing a monthly healthy and nutritious breakfast and lunch menu. He/she is also responsible for establishing and maintaining the budget and the food inventory. The Lead Cook is responsible for all preparation, cooking, serving and clean up from Monday to Friday and is responsible for supervising and evaluating the Assistant Cook.

### **QUALIFICATIONS:**

- Level 1 Professional Cooks Training (preferred)
- Knowledge of principles, tools and techniques of food service management, including planning and purchasing
- Knowledge of general principles of menu planning, modification of recipes, preparation of foods
- Knowledge of inventory control procedures, procurement and storing of food items and supplies
- Current Food Safe
- Valid 1<sup>st</sup> Aid/CPR
- WHIMIS Training
- Ability to work with the Nutritionist/Dietician in establishing a healthy and nutritious menu based on the Canada Food Guide
- Knowledge of the practices, methods and procedures of volume food preparations; food values, characteristics and nutrition; personal hygiene, food handling, sanitation and safety precautions
- Ability to lift/unload food and supplies
- Ability to operate kitchen equipment safely
- Ability to develop and stick to a monthly budget
- Ability to work with children and youth
- Excellent communication skills, both verbally and written
- Excellent problem solving and decision making skills
- Good role model
- Ability to organize and prioritize activities
- Ability to work in a fast paced, multi-tasking, multi-functional team environment required
- Ability to follow SVNS policies and procedures
- Ability to work independently and as part of a team
- Excellent organizational and planning skills
- Computer hardware and software knowledge
- Ability to write monthly reports and year end reports
- Clear Criminal Record Check.

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**HOW APPOINTED:**

1. Shortlisted and interviewed by a Hiring Committee
2. Reference check conducted by School Administrator

**PERFORMANCE RESPONSIBILITIES:**

Cooks are responsible for meal preparation for breakfast, including hot food and cold food preparation. The cooks are also responsible to complete the daily production schedule as assigned. The essential duties and responsibilities include the following:

- Adhere and believe in the Stein Valley Nlakapamux School Society's Vision, Mission, Philosophy, Guiding Principles and Strategic Plan
- Ensure high standards of food quality and food service are maintained
- Serve students with appetizing food in adequate portions
- Ensure that foods are maintained at proper food temperatures for storing and serving
- Evaluate and verify nutritional value of meals served
- Monitor all foods for quality of taste, texture and appearance and test new recipes
- Plan healthy menus based on the Canada Food Guide
- Thaw food products accordingly to the Canada Food Safe Guidelines
- Knowledge and up to date training in inventory control, ordering, menu planning and quality control methods are followed
- Order needed food/supplies and sign for all deliveries against delivery slips
- Submit monthly reports to the School Administrator
- Maintains kitchens sanitation and equipment cleaning schedule
- Communicates appropriately with supervisor and all staff
- Takes a leadership role in the garden and canning program
- Listens effectively and performs other duties as required.

**REPORTS TO:**

1. School Administrator

**HOURS AND TERMS OF EMPLOYMENT:**

Monday to Friday: 6am to 2pm

Please Note: The schedule will be adjusted to accommodate children and youth when they are out of school such as professional development (non-instructional) days and school breaks. S/he may also be required to assist with preserving foods (ie. canning) and school events.

**SALARY:**

Depending on qualifications and experience.

***Please Email applications to: [principal@svns.ca](mailto:principal@svns.ca) by Friday, March 06, at 4:00 pm.***