

491 CHEF/COOK

Identifying Information

Position Title:	Chef or Cook
Classification Title:	Support Staff
Department:	Schools
Reports to:	Principal
Position Supervises:	N/A

Position Summary

The Chef or Cook will oversee the day-to-day operations of the school cafeteria. This position has been put into place to support the nutritional needs of students.

Qualifications

1. Completion of a college or other post-secondary program in cooking is preferred.
2. Must hold a valid FoodSafe Training Certificate.
3. Must hold a valid Food Handler Certificate.
4. Experience as a cook in the camp/hotel/restaurant industry.
5. Ability to plan menus.
6. Ability to work with service providers to acquire needed ingredients/materials.
7. Prepare items as outlined by the menu, distribute menu items, collect and clean used items.
8. Ability to work with service providers and to make recommendations for adjustments to meet the needs of the students and the programs.
9. Ability to work flexible hours.
10. Professional communication skills; oral, and written.

Duties and Responsibilities

1. Prepare nutritional breakfasts, lunches and snacks in large volumes; meeting dietary/allergy requirements where applicable.
2. Occasionally supporting food for evening functions.
3. Incorporate traditional foods as appropriate.
4. Support the Food for Learning program and Foods program (ordering supplies, managing deliveries,etc.).
5. Assist with supervision of students within the kitchen.
6. Operate standard kitchen equipment safely and efficiently.
7. Clean and maintain the kitchen in practicing good safety and sanitation.
8. Maintain inventory and record of food, supplies and equipment.
9. Adhere to all sanitation and food production codes.
10. Other duties as assigned by the principal or delegate.

References

Sections 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Alberta Food Regulation 31/2006
Food Retail and Food Services Code
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Freedom of Information and Protection of Privacy Act

History

Developed: April 2023