

Campbell River & District Adult Care Society
12-142 Larwood Rd
Campbell River BC V9W 1S2
250-923-0991

JOB TITLE: Cook / Food Services (Temporary Full-Time)

BENCHMARK MATCH: Cook 3

CLASSIFICATION GRID: 13 (26.59 – 28.22)

UNION: UFCW

SUPERVISOR: Nurse Administrator

HOURS OF WORK: 8am – 4pm

JOB SUMMARY:

Responsible for ordering, planning and preparing meals for the Adult Day Program Clients and guests as well as cleaning and maintaining the food services area to proper standards.

DUTIES AND FUNCTIONS:

- ☐ Plans, prepares and serves meals, including special diets. Prepares special event meals and snacks in consultation with staff and Nurse Administrator.
- ☐ Performs duties such as planning food preparation and cooking schedules, cooking, roasting, grilling, baking and carving.
- ☐ Evaluates meals being served to ensure established standards of quality and quantity are maintained, ensure optimal nutrition is met while controlling portion of food items to ensure recipe yield meets assigned quantity quotas.
- ☐ Performs inventory control duties such as storing and rotating food and supplies.
- ☐ Orders groceries and accepts delivery of food items and ensure that they are stored in accordance with required standards.
- ☐ Washes, cleans and stores dishes, cutlery, trays and equipment used for food service. Cleans and maintains service area, food related equipment such as cleaning stoves, grills and food preparation equipment, cupboards and storage room.
- ☐ Perform other duties as required

QUALIFICATIONS:

Diploma from recognized Food Service Course or Equivalent

Must possess a Food Safe Certificate.

Physically able to perform the duties of the job.

Ability to communicate effectively both verbally and written

Apply in writing detailing why you should be the successful applicant.

Closing Date: Until Filled