



Wakamow Place · Wakamow Cottages
Box 372 Moose Jaw, SK S6H 4N9
Phone: (306) 972-4444 Fax: (306) 972-4442

Wakamow Manor Social Detox
200 Iroquois St. West, Moose Jaw, SK S6H 4T3
Phone: (306) 694-4030 Fax: (306) 694-4031

JOB DESCRIPTION

Job Title: Cook – Food Services

Classification: Kitchen

Position Summary: Reporting to the Director, the Cook is responsible for organizing, producing, and distributing nutritional food and beverages to clients, staff, and group participants (conferences, in-services, workshops, meetings) hosted by Thunder Creek Rehabilitation Association at Wakamow Manor. Maintain clean, sanitary, disinfected and safe working areas (i.e. kitchen, pantries, equipment, all working area surfaces – includes but not limited to - floors, doors, walls, cupboards, shelves, drawers, ovens, range hood, vents, refrigerators and the dining room and its furnishings.)

Duties:

Typical duties and responsibilities include:

- Follow Safe Food Handling Practices
- Orders food and supplies (with Director approval), receives, rotates and maintains inventory (foods and supplies.)
- Employs Inventory control Measure (s) – no waste
- Maintains a 2 – 6 week menu
- Prepare and cook vegetables, meats, sauces, soups for meals and snacks.

- Prepare foods from 'scratch' when possible.
- Prepare and monitors special diets (i.e. diabetic, gluten free, nut allergies, etc)
- Develop and modify menus as dictated by product availability.
- Prepare for daily continental breakfast (i.e. cereals, breads, muffins, cheese, yogurts, beverages.)
- Reads menus, recipes, food preparation methods; determines quantities of ingredients.
- Ensures Quality Control of food production
- Prioritizes food preparation and cooking tasks.
- Bakes (muffins, cookies, cakes, bagels)
- Portions food items and beverages
- Maintain a disinfected and sanitized work area (including all dishes, equipment)
- Provide guidance and training to new employees.
- Performs and documents daily, weekly, monthly and annual cleaning.
- Reports any unsafe conditions or maintenance concerns
- Secures areas (unlock/locks doors)
- Identifies for improvements (ideas/items/etc) to the Director on a timely basis
- Other relevant duties as assigned

Terms of Position - *Cook*

Educational Requirements:

- Cook Certificate
- Safe Food Handling Certification

Experience and Other Qualifications:

- No less than two years experience in commercial cooking

Training:

Completion of CPR/First Aid

Workers in this position are expected to participate in training provided through the Association.

Hours of Work:

9:00 am – 6:30 pm (one hour un-paid break)

Rate of Pay:

As per collective agreement

Benefits:

As per the collective agreement

Worksite

All duties of work are performed at Wakamow Manor Social Detox or local grocery stores.

Training may occur off site.