



JOB DESCRIPTION

Job Title:	Cook
Work location:	The Haven at 240 Davis Rd, Gabriola, BC V0R 1X1
Reports To:	Kitchen Manager

Job Purpose

The Cook guides and supports our kitchen team in preparing breakfast, lunch and dinner meals in a safe, creative, calm and efficient manner, on-time and within budget.

Duties and Responsibilities

Operations

- Assist the Kitchen Manager in planning menus and preparing food and supply orders.
- Prepare, cook and serve meals buffet-style to program, conference and resort guests.

Food preparation and stocking

- Menus include breakfast, lunch and dinner entrees, sides and salads, condiments and desserts, and include both animal products and vegetarian entrees.
- Assist the Kitchen Manager in receiving goods, organizing inventory, transporting inventory between storage and preparation areas, and re-stocking working stores.
- Conscientiously inspect, rotate and employ inventory to increase meal value and reduce loss.

Cleaning and close

- Maintain a clean and organized workplace (kitchen, prep and storage areas).
- Ensure efficient and effective after-meal clean-up and storage.

Work Environment

Physical demands

- Frequently moves boxes, equipment and other items which may weigh up to 50 pounds.
- Often must stand or walk for long periods of time. Frequently must ascend/descend stairs, reach from floor to above shoulder level, bend and squat.
- Constantly must work in areas where floors may be slippery.
- Frequently engages in repetitive motions such as: stir in large pots, chop vegetables, scrub pots, wipe counters, sweep and mop floors.
- Regularly work with hot equipment and materials, and sharp blades.



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Employee Profile

Knowledge and Experience

- Strong familiarity with food preparation for large and small guest counts, preferably in a buffet-style establishment. Experience dishwashing and cleaning in a restaurant or other commercial foodservice operation.
- Must have FoodSafe certification.

Skills and Characteristics

- Reliable and responsible, appearing for scheduled shifts on-time and prepared.
- Creative and solution oriented.
- Enjoys working as part of an efficient and effective team in a fast-paced environment.
- Demonstrates a passion for cleanliness and good organization.
- Good communication skills in the English language.
- Is able to work independently to accomplish assigned tasks, in a timely manner.

Other Information

Safety and Sanitation

Policy requires this employee to wear closed-toe shoes with non-slip soles, and a hair restraint while in food preparation and service areas.

Performance

Your performance will be evaluated to include attitude, competence, conduct (as per The Haven Employee Handbook) and compatibility with co-workers.

Subject to Change

The Kitchen Manager may assign **other duties and responsibilities** from time to time that may be required to support The Haven's operations.