

Position Title: Cook (1)	Position Number: 2020 - 099
Department: SHOAL Centre Location: 10030 Resthaven Drive, Sidney BC	Days/Hours of Work: Varied – on call 10:30am-6:30pm
Remuneration: \$20.43 per hour, Plus 9.6% in lieu of benefits.	Posting Period: Open until filled
Start Date: As soon as possible End Date: N/A	Status: Casual Union: BCGEU

JOB SUMMARY:

Beacon Community Services is an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services. We offer a competitive salary and a rewarding, stimulating work environment.

The Cook 1 works in accordance with the mission, vision and values of Beacon Community Services. They prepare and serve meals, and provide direction to food service workers, clients and/or volunteers as required. In addition, the Cook assists the Food Services Manager in the provision of catered services to members of the Community Centre, clients and BCS staff in relation to interdepartmental and community events. On call cook will cover shifts due to sick and/or vacation time as well as special events.

DUTIES AND RESPONSIBILITIES:

1. Prepares and serves meals and snacks in accordance with established menus and recipes, by performing duties such as planning food preparation and cooking schedules, within a variety of methods. Modifies established menus as required.
2. Assists as required with the preparation and delivery of menu items in relation to catered events.
3. Provides direction to food service workers, clients, and/or volunteers, and monitors and assists as required.
4. Performs inventory control duties such as storing and rotating food and supplies.
5. Performs cleaning duties such as cleaning food preparation equipment, sweeping and mopping floors, cleaning sinks and counters, cleaning kitchen and storage areas such as walls, ovens and freezers, and removing garbage.
6. Washes, scrubs, and rinses pots, pans, dishes and utensils by hand or dishwasher.
7. Monitors functioning of equipment, and reports malfunctions and maintenance and repair requirements to the Food Services Manager.
8. Receives supplies, checks invoices against orders and good received, stores supplies, and updates inventory records. Refers problems to the Food Services Manager.
9. Completes and maintains related records and documentation such as recipes and records of client preferences, allergies, and special dietary needs.

10. Performs other related duties as assigned.

QUALIFICATIONS:

- Grade 12 Graduation
- Professional Cook Training Certificate
- FOODSAFE Certification (to be renewed every 3 years)
- First Aid and CPR Certification (to be renewed upon expiry)
- WHMIS Certification (to be renewed annually)
- Serve-It-Right Certification
- Clear Solicitor General Criminal Record Check
- Recent and related experience of a minimum of six months
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

KNOWLEDGE/SKILLS:

- Ability to communicate effectively, both verbally and in writing
- A warm outgoing personality with a customer service focus
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Skilled in the use of computers, the internet and electronic devices

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and it is essential to this position. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position vacancy number **2020-099**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.