

**Prince George & District ELIZABETH FRY SOCIETY
Prince George Transition House Program - House Cook
Job Description**

Job Summary:

The Transition House Cook develops menus plans, prepares meal and oversees the operation of the eating and cooking areas of Amber Transition House. The Cook is responsible for planning and preparing economical, healthy meals for all Shelter guests/residents; for the upkeep and maintenance of the shelter kitchen, appliances, and pantries; and for managing and utilizing donated and purchased food items utilized by shelter guest/residents.

The house cook ensures they are operating in a professional and efficient manner with attention to a feminist approach, confidentiality, and compliance with the Prince George and District Elizabeth Fry Society's policies and procedures. Prepares, cooks and serves meals with care and attention, in accordance with safety and health standards, and the menu plan.

This position requires an ability to work in a stressful environment. Transition House Workers are often dealing with clients working through difficult situations.

Reports to:

The Program Coordinator
Classification: Cook
Grid Level: 9

Key Duties and Responsibilities:

1. Develops a breakfast, lunch and dinner menu plan in accordance with accepted nutritional guidelines such as Canada's Food Guide for Healthy Eating and the individual dietary needs of the clients.
2. Prepares, cooks and serves meals and snacks, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan.
3. Able to think creatively with food, and create soul satisfying meals for our guests.
4. Prepares lunch and dinner five days a week for all adults and children guests/residents. •
5. Prepares menus that takes into consideration the varying health and cultural needs of shelter residents.
6. Prepares menus and clear written instructions for preparation and serving of meals on days when not on duty.
7. Utilizes donated foods as much as possible, and constructs weekly shopping lists, taking food donations into consideration.
8. Maintains a clean and orderly shelter kitchen and pantry area, including regular and thorough cleaning of appliances, walls, cabinets, shelves, etc.

9. Organizes donated shelter food stock, regularly rotating donated foods for storage to shelter pantry, and ensuring that food items in freezers and refrigerators are covered and labeled appropriately.
10. Assists in breakfast and lunch clean-up as needed.
11. Monitors shelter guest/residents as they serve meals to ensure all guidelines are met as required by the Canadian Food Guide Program.
12. Recycles all kitchen waste as if possible.
13. Maintains all necessary written documentation as required by the health department and other governing bodies and/or funders.
14. Oversees the operation of the eating and cooking facilities and equipment and ensures their cleanliness and maintenance. Purchases equipment to meet those needs within approved budget limits. Maintains an inventory of all related equipment.
15. Purchases and orders food items necessary for the preparation of meals. Ensures that purchases are within approved budget limits. Maintains an inventory of food and other related items. Stores food items.
16. Keeps the Kitchen and Food Pantry area clean, tidy, and safe- including sweeping, mopping, cleaning surfaces, and ensures the cleanliness and maintenance of kitchen equipment
17. Builds positive relationships with staff and volunteers
18. Assists volunteers and coworkers in supporting the food needs of participants
19. Participates as a team member, follows employee guidelines, policies and procedures and communicates effectively with guests, volunteers, and staff.
20. Attends meetings and required training
21. Maintains confidentiality of clients, volunteers, and staff
22. Performs other related duties as assigned

23. QUALIFICATIONS:

Education and Knowledge

- Grade 10 plus graduation from a program in institutional cooking program, or an equivalent combination of education, training and experience.
- Must maintain current and valid Food Safe Certificate
- Must maintain current Standard First Aid certificate

Training and Experience

- One (1) year recent related experience, or a combination of relevant experience in cooking and food handling
- Experience working with people with barriers preferred
- Experience working collaboratively with staff and volunteers
- Experience with food recovery and repurposing preferred

Required Knowledge Skills and Abilities:

1. Experience with cooking, meal planning and serving
2. Strong interpersonal communication
3. Well-developed organizational skills; ability to multi-task and demonstrate effective time management skills
4. Ability to work independently and be a team player.
5. Model and promote strength based, women centered best practices
6. Model and practice safe cooking practices
7. Experience with ordering and purchasing foods and supplies for cooking
8. Strong interpersonal communication
9. Well-developed organizational skills; ability to multi-task and demonstrate effective time management skills
10. Knowledge and experience working with individuals facing multiple barriers
11. Ability to work with diverse clientele and staff