

**POSITION DESCRIPTION  
(Final)**

Position Title	Cook
Department/School	Campus Management
Reports to	Campus Manager
Positions Supervised	None
Employee Group	PPWC
Pay Grade	7
Date Last Revised	June 2009

**Position Summary**

Reporting to the Campus Manager, this position is responsible for preparing and cooking meals for College cafeterias.

**Main Duties and Responsibilities**

1. Provides food services including:
  - preparing weekly menus;
  - performing preparation work for daily menu including specials;
  - preparing and baking daily muffins, scones, croissants etc;
  - making sandwiches, wraps etc;
  - cooking daily meals;
  - overseeing kitchen operations;
  - maintaining inventories and records of food, supplies and equipment; and
  - researching and implementing new recipes;
  - operating kitchen equipment as required.
  
2. Other related duties as assigned by supervisor.

## Required Qualifications

### Education and Experience

- High school graduation
- Completion of 1 year of a cook training program
- Foodsafe level II
- WHMIS certification
- Minimum 2 years related food preparation and catering experience

### Skills, Knowledge and Abilities

- Excellent interpersonal and communication skills
- Excellent customer service skills

## Approvals

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date