



Feeding hope. Changing lives.

Cook Job Description

Department: Housing & Support Services
Branch: Kitchen
Location: 601 East Hastings, Vancouver
Reports to: Manager, Kitchen (or Supervisor, Satellite Kitchens)

Job Summary:

As Cook you will provide meals and snacks on a daily basis and in accordance with the Health Regulations of the relevant municipal authority as well as the high standards established by Union Gospel Mission.

Main Duties and Responsibilities:

- Plan, prepare, set up and provide quality service in all areas of food production for daily meals and snacks.
- Meet meal guidelines as set out by the Kitchen Manager.
- Rotate stock.
- Organize and work with volunteers and residents of the Alcohol & Drug Recovery Program.
- Maintain organization, cleanliness and sanitation of work areas and equipment.
- Receive food donations and ensure adequate supplies of foodstuffs are on hand.
- Shipping and receiving required when needed.
- Adhere to all UGM published policies, practices and procedures, including Occupational Health and Safety.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Graduate of a recognized cooking/culinary school program.
- Minimum two years cooking experience.
- Other combinations of lived experience and education may be considered.
- Food safe certification.
- Basic computer skills (Excel, Word and Outlook).

Behavioural Competencies:

- **Client-Service Orientation (Level 1)**
Provide service excellence by focusing efforts on discovering and meeting needs within personal, professional, and organizational capacities and boundaries.
- **Creativity and Innovation (Level 1)**
Use innovative and creative evidence-based practices to initiate effective ways of working and understanding by translating research into practice.
- **Delivering Results (Level 2)**
Remain self-motivated and focused until the best possible results are achieved, with passion and persistence despite obstacles, resistance, and setbacks.
- **Effective Communication (Level 1)**
Provide verbal and written communication that builds trust, respect, and credibility, and includes active listening skills and non-verbal communication.

- **Interpersonal Rapport/Savvy (Level 2)**
Establish and maintain relationships with others based on mutual respect, trust, sensitivity, transparency, empathy, compassion, tact, and diplomacy.
- **Planning and Organizing (Level 2)**
Identify and prioritize tasks, develop and implement plans, evaluate outcomes, and adjust activities to achieve objectives.
- **Self-Management (Level 1)**
Manage emotions and strong feelings while maintaining a calm and tactful demeanor under a broad range of challenging circumstances.
- **Teamwork and Cooperation (Level 1)**
Work collaboratively and productively across the organization to achieve common goals, while demonstrating respect, cooperation, collaboration, and consensus-building.

Working Conditions:

- **Work Location**
Work is performed in an industrial kitchen. Frequent environmental exposures to cold, heat, and water.
- **Physical Requirements**
The employee will spend 100% of the time standing. Must be able to regularly lift 50lbs.
- **Work Conditions**
Frequent environmental exposures to cold, heat, and water.
- **Hours of Work**
This position works a rotation of day and evening shifts. Moderate overtime may be required.
- **Hazards**
Job requires working with chemicals.
- **Other**
Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check and must submit a current Driver's Abstract.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

Employee's Signature: _____

Name: _____ **Date:** _____

Supervisor's Signature: _____

Name: _____ **Date:** _____