

MATAWA FIRST NATIONS MANAGEMENT



Job Description

General Cook

PURPOSE OF THE POSITION

Reporting to the Kitchen Lead Cook and the Executive Director, the General Cook (GC) is responsible for the preparation of delicious dishes in the Matawa Education and Care Centre (MECC) kitchen. The GC will perform routine kitchen tasks such as prepping food, setting up workstations and ingredients, and preparing the meals according to recipes.

SCOPE

As a member of the Matawa Care Centre team, the GC supports students living in the Matawa Student Care Centre as well as students attending the Matawa Education and Care Centre with nutritious meals daily. The GC will ensure they have a consistent focus towards the goals and vision of the MECC kitchen. The GC will be quick, diligent, and willing to improve on the job. They will be able to follow instructions as well as all health and safety rules in the kitchen. The ideal candidate will also be able to function in a fast-paced, busy environment as a part of a team. The GC will follow the recipes and menu plan set out by the Kitchen Lead Cook and prepare meals as part of a team while practicing high standards of Health and Safety requirements as set out by the Thunder Bay District Health Unit.

RESPONSIBILITIES

1. Cleaning and preparing food, cooking meals, and maintaining a sanitized work environment.
 - Experience in using different cooking tools, equipment, and utensils.
 - Strong communication skills, both written and verbal.
 - Understanding of food preparation techniques.
 - Able to withstand long hours of standing, bending, and moving around.
 - Basic knowledge of mathematics to make correct measurements of ingredients.
 - Knowledge of various cooking methods and procedures.
 - Maintain communication with other kitchen staff.
 - Ability to follow recipe instructions.
2. Assist in all areas of the kitchen including Prep Cook, General Cook and Dishwasher.

Main Activities

- Assist the Kitchen Lead Cook by prepping food for use in recipes, including washing, chopping, and storing vegetables, portioning sauces and dressings, parboiling food, and cutting meats.
 - Follow a prep list to ensure food is ready for cooking and service.
 - Ensure kitchen equipment is turned on and ready for service.
 - Prepare salads, breads, sauces, and dressings to be ready for service.
 - Learn about cooking methods and techniques that are used by the kitchen.
 - Buss dishes after service and perform dishwashing duties.
 - Clean and sanitize workstations after food prep or service is complete.
 - Assist the Kitchen Lead Cook in cleaning of industrial kitchen equipment.
 - Become familiar with specific health code regulations and ensure the kitchen is following that practice.
3. Other duties
 - Knowledge of basic cooking techniques.
 - Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Demonstrated experience in cooking and food prep
- Knowledge of applicable Health and Safety regulations as they apply to a professional kitchen
- Knowledge of First Nation cultures and lifestyles
- Ability to speak Ojibwe, Cree or Oji-Cree is an asset

Skills

The incumbent must have proficient skills in the following areas:

- Proficiency with a variety of cooking tools and techniques
- Ability to obtain a Vulnerable Sectors Criminal Reference Check
- Effective communication skills
- Analyzing and problem-solving skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- A valid Ontario Driver's License

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Excellent interpersonal and communication skills
- An ability to adjust to changes
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

EDUCATION, TRAINING

- Grade 12 diploma.
- College diploma in: Culinary Management; or equivalent kitchen work experience; is considered an asset
- 3 years of successful restaurant or cooking/prep cooking experience preferred.
- Ability to work independently and with confidentiality.
- Understanding of issues faced by First Nation youth.
- Demonstrated working knowledge of Anishinaabe students and family cultural needs.

WORKING CONDITIONS

Physical Demands

The GC may have to travel throughout the community and/or to Matawa communities in all weather. They may have to lift, carry, and manage kitchen equipment and supplies. The GC may have to spend long hours on their feet in a kitchen setting.

Environmental Conditions

The MECC kitchen is a busy facility. The GC will have to manage a number of people and expectations at one time, and they may be interrupted frequently to meet the needs and requests of kitchen staff members. The GC may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include long hours on their feet, moving, lifting, and bending to perform kitchen and cooking duties. The MECC may be noisy and busy making it difficult for the GC to concentrate.

Mental Demands

The GC may have to manage several requests at one time. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.