

THE PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING  
JOB DESCRIPTION

PDSCL Job Title: COOK

Job Family: Operation Support

Job Classification: Cook

Grid Level: 9

Wage Rate: As per Current Collective Agreement

Reports To: Coordinator - Housing

**JOB SUMMARY**

Develops menu plans, prepares meals, and oversees the operation of the eating and cooking facilities.

**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. Oversees the operation of the eating and cooking facilities and equipment and ensures their cleanliness and maintenance. Review the meal preparation needs of the organization. Purchases equipment to meet those needs within approved budget limits. Maintains an inventory of all related equipment.
4. 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.
5. Performs other related duties as required.

**EDUCATION**

Grade 10, plus graduation from a program in institutional or residential quantity cooking.

**TRAINING & EXPERIENCE**

One (1) year recent related experience or an equivalent combination of education, training and experience.

I read and understand the above job requirements and responsibilities and agree to carry them out in my role as a Cook

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_