

Position Overview

- ◆ Prepares meals, therapeutic and textured diets, snacks and nourishments for clients, families, café patrons, employees and guests of catered functions.
- ◆ Follows a seasonal rotating menu, uses standardized recipes and prescribed cooking methods.
- ◆ Employs FoodSafe protocols in all areas of work.

Qualifications

- ◆ Culinary Arts Diploma and/or extensive experience in volume food preparation. Experience preparing therapeutic and textured diets in a health care environment preferred.
- ◆ Solid understanding of customer centred service provision consistent with inSite's philosophy and in support of exemplary service delivery. Ability to organize and prepare appealing meals with minimal supervision in respond to the changing needs and preferences of clients.
- ◆ Good command of English both orally and in writing.
- ◆ Food Safe Level II required.
- ◆ Familiar with provincial health & safety regulations.

Key Activity Summary

Prepares meals, café foods and catering orders. Under direction of Executive Chef, works with Dietician to fulfill special diet requirements & therapeutic meals. Inspects & tastes food for palatability & temperature. Follows standardized recipes, daily production sheets, café orders & catering requisitions for all food preparation;

Follows food safety & sanitation policy & procedures including equipment sanitation, food storage, inventory control & food handling practices. Ensures food handling procedures are followed by all kitchen and dining room employees;

Maintains kitchen equipment in working order, including timely preventative maintenance & reports equipment deficiencies / malfunctions to Executive Chef. Coordinates deep cleaning of stove range hood and grease trap;

Receives & prepares catering orders. Prepares catered food & beverage in accordance with standardized catering menu, portions & service delivery times;

As directed by Executive Chef, participates in, or leads, Chef Club meetings within each client neighbourhood to address issues related to food preparation, menu selection & dining room service. Forms positive relationships with clients & families to enhance the dining experience. Gathers client feedback related to food choices & takes appropriate actions to continuously improve food quality & service;

Assists Executive Chef to receive & inventory food orders. Checks food orders for completeness & product quality. Returns substandard or damaged product. Participates in month end inventory activities;

Under direction of Executive Chef, participates in food service evaluation as part of inSite's quality improvement program. Conducts food & service audits within kitchen & dining room;

Works within food services budget by following standardized menu plans & order guides. Maintains accurate records related to food & supply purchases, inventory control, receiving, portion control & wastage;

Performs and/or participates in other kitchen and dining room activities as assigned by the Executive Chef.