



DR. HAROLD S. TREFRY MEMORIAL CENTRE
A DIVISION OF THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH
Seniors and Persons with a Disability Services



JOB DESCRIPTION

Second Cook

Department: Seniors and Persons with a Disability Services

Job Class: 8

Last Updated: November 2022

PRIMARY FUNCTION

To prepare, with the help of volunteer's healthy meals for the clients of the Meals on Wheels and Diner's Club Programs. Acts as Lead cook in the absence of the cook for the Meals on Wheels and Diner's Club Programs.

REPORTS TO

Manager, Seniors & Persons with a Disability Services

DIRECTION GIVEN

To a minimum of 3 volunteer kitchen and program helpers in the absence of the Cook.

MAJOR EQUIPMENT

- Commercial range & hood
- Refrigerator
- Freezer
- Microwave oven
- Mixmaster
- Coffee maker
- Roaster ovens

RESPONSIBILITIES

- Receives assignments, instructions, and work priorities from the Manager of Seniors & Persons with a Disability Services
- In the instance of a prolonged and/or unplanned absence of the Cook, participates along with Manager of Seniors and Persons with a Disability Services to plan menus according to the Canada Food Guidelines
- Reports to Manager of Seniors and Persons with a Disability Services to discuss upcoming meals, inventory, issues relating to volunteers or kitchen procedures
- Follows recipes to prepare meal components

- Awareness of food allergies and sensitivities

QUALIFICATIONS

- Proven cooking skills.
- Ability to work with a minimum of supervision
- Ability to relate well with volunteers
- Ability to follow recipes and adjust according to special dietary needs of the client population
- Food Handlers Certificate or willingness to acquire

HOURS OF WORK

This is a part-time position, with varying hours per week. Meals on Wheels occurs on Monday, Wednesday and Friday mornings and Diner's occurs once monthly.