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## DUTIES OF THE KITCHEN COOK

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THE MISSION OF THE CENTRE IS TO ENHANCE THE QUALITY OF LIFE OF SENIORS OF THE CITY OF OTTAWA BY DISSEMINATING RELEVANT INFORMATION, AND PROVIDING RECREATIONAL, EDUCATIONAL, CULTURAL AND RELATED SUPPORT SERVICES THROUGH THE UTILIZATION OF SENIOR VOLUNTEERS

### **GLOUCESTER 50+ CENTRE**

Reporting directly to the Executive Director, the Cook prepares and serves all food that is provided by the Centre's Kitchen and performs the following duties:

#### **RESPONSIBILITIES**

- Prepare a weekly shopping list
- Shop up to three hours weekly for groceries and purchase all food and supplies for kitchen purposes; all purchases to be brought back to the Centre on day of purchase
- Maintain kitchen financial records and submit grocery receipts on a weekly basis to the Executive Director
- Maintain weekly inventory of food and supplies
- Prearrange weekly menus in advance including those for special events
- Prepare and cook meals following safe food handling procedures on a daily basis with the assistance of volunteers – lunch is served daily from 11:00 a.m. to 12:30 p.m.
- Count and turn in daily lunch money to front desk before leaving for the day
- Prepare meals for approximately 80 + people for the Centre's Special Events (ex.: Valentine's Day, Canada Day, Thanksgiving, Christmas, etc., etc.)
- Wash all noon-hour dishes and ensure ongoing tidiness of kitchen (ex.: sweeping the floor daily, wiping down the counters and cupboards, removing crumbs in crevices of stove and kitchen island, locking fridges, freezer and all cabinets, etc.)
- With the assistance of the members, oversee the making and serving of tea and coffee
- On a daily basis, wipe outside of fridge, stove, and dishwasher
- On a weekly basis, check inside of fridges and turn out any old leftovers
- On a monthly basis, ensure fridge has a thorough cleaning inside and out
- Every six months, oversee the defrosting of the freezers and turning out stale foods
- Work with various volunteers and assist with training of the volunteers as required
- Meet with Executive Director on a regular basis
- Maintain Safe Food Handling Certificate

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## HOURS OF WORK (up to 26.5 hours per week)

- This is a Part Time position with the following weekly schedule

Monday 8:30 am to 1:00 pm

Tuesday 8:30 am to 1:00 pm

Wednesday 8:30 am to 1:00 pm

Thursday 8:30 am to 2:00 pm

Friday 8:30 am to 1:00 pm

- Plus, up to three additional hours will be allotted for grocery shopping per week
- Approved overtime by Executive Director can be banked and time can be taken in lieu of payment

## SKILLS REQUIRED:

- Excellent cooking skills – including the ability to prepare and cook for large groups
- Knowledge of food preparation and cleaning of equipment in accordance with the Department of Health Standards and Guidelines
- Good organizational and communication skills
- Ability to work well under stress
- Ability to work with others, in particular with persons 50+

## PERSONAL ATTRIBUTES

- Fulfills the Gloucester 50+ Centre Mission Statement
- Ability to maintain professionalism at all times
- Ability to organize and work with little supervision
- Mindful of the special needs of seniors
- Valid Drivers licence and daily access to your vehicle

## DISCLAIMER

This job description indicates the general nature and level of work expected. It does not itemize the full listing of duties to be performed by the incumbent