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2750 East 18<sup>th</sup> Avenue, Vancouver, B.C. V5M 4W8 Tel: 604-434-9101 Fax: 604-434-9938

**Position Title:** Auxiliary Cook/ Housekeeper

**Position Status:** On-call

**Hours of Work:** As needed

**Wage and Salary Range:** (Grid Level 9) \$17.79 – \$20.72 per hour

**Current Location:** Surrey

**Employee Group:** Included – CUPE 1936

**Reports To:** Program Manager

**Anticipated Start Date:** Immediate

This position is open to male and female applicants. TCF is an equal opportunity employer and welcomes applications from minority groups. This position requires maintenance of a satisfactory criminal record check, use of a personal vehicle and union membership.

**Closing Date**

Please send resume and cover letter attention to Zdeno Rusnak at [zdeno.rusnak@childrens-foundation.org](mailto:zdeno.rusnak@childrens-foundation.org) or fax 778-395-3327.

***Attachment – Job Description***

Date posted: May 16, 2018

## 1P11 Cook-Housekeeper

**Immediate Supervisor: Program Supervisor**

**Classification: Cook**

**Grid: 9**

### **General Description**

Employees in this position are singularly responsible for menu planning as required, ordering, food preparation, kitchen cleanliness and general housekeeping.

### **Duties**

Typical duties include: (further specifics are outlined in Duty Roster as to work site)

1. Prepares and serves meals
2. Maintains required Health Standards in food preparations and cleanliness
3. Prepares special diets
4. Wash, dry, and put away all dishes, pots and pans used in preparation of meals and baking
5. Prepares weekly menus
6. Orders food supplies and submits bills. Checks for quality of food delivered.
7. Maintains monthly food budget
8. Does all necessary baking
9. Prepares food for special occasions
10. Maintains an ongoing inventory of food supplies and household supplies which pertain to the kitchen
11. Cleans and sanitizes kitchen area, dishes, and equipment
12. Organization and cleanliness of pantries, food storage areas
13. Reports defective equipment
14. Performs other related work as required
15. Specified general housekeeping duties, which will vary with the work site.

### **Academic and Specialized Abilities**

- Completion of Grade 10 or equivalent.
- Formalized training in the profession.
- A good knowledge of all types of food preparation and sufficient knowledge of baking and meat cutting to adequately perform the duties of cook. Ability to prepare meals as per specified menu and to prepare food according to special diets.
- Minimum of three years experience in the preparation of food in institutional/commercial setting if no formalized training in the profession.
- Must have a B.C. Driver's License.
- FoodSafe Certificate

### **Basic abilities:**

- Must enjoy being in contact with children as well as maintaining a co-operative, efficient, working relationship with other staff and immediate co-workers.