



Position Title: 3rd Cook (FSW2)
Department: Food Services
Immediate Supervisor: Manager of Food Services

Nature and Scope

This multi-functional role is an important member of the Kitchen team, and reports to the Manager of Food Services. The 3rd cook takes a hands-on, positive, creative and proactive approach to assisting the Cooks in preparing a variety of breakfast, lunch and dinner menu items for the school. The 3rd cook will be a support person for the 1st and 2nd cooks. They will also help with general food preparation as well as assist where needed in the kitchen dish or service areas during meal services and clean up afterwards. They ensure all aspects of their work are in compliance with applicable health and safety regulations by strictly adhering to all sanitary and safe food handling guidelines. Conducts self and exemplifies behaviours towards others in accordance with the School's respectful workplace culture.

Major Responsibilities

- Assist the Cook(s) in the preparation of Breakfast, and/or Lunch and/or Dinner;
- Follow prep list provided by first cooks or management, accurately and effectively;
- Ensure adequate prep levels are maintained for next shift;
- Assume responsibility for cleaning of Kitchen and other areas where it is needed as directed by their supervisor (1st cook);
- Prepare fruits, vegetables, meats, eggs, and farinaceous products;
- Always follows the allergy management procedure and making it a top priority at all times when dealing with students special needs;
- Completes all tasks outlined to them by 1st cooks;
- Assist 2nd cooks with set up of sandwich bar, salad bar or desserts when needed;
- Prepare and bake cookies, desserts, birthday cakes, brunch pastries and special event items when needed;
- Assist Cook(s) in the preparation of vegetarian and special dietary options;
- Being creative and offering new ideas and suggestions in food to help keep our offerings diverse and innovative;
- Works as a team player with co-workers in the Food Services Department and performs other duties as required;
- May be required to cover shifts in other areas of the kitchen for a short or extended period of time according to operational needs.



Education / Experience

- Grade 12 education required, with some post-secondary education preferred;
- Current certification in Food Safe and WHMIS. First Aid would be considered an asset;
 - At least 2 years' experience in a similar role with similar food preparation responsibilities that requires a high level of attention to detail, and high standards of personal and environmental cleanliness, such as in a large restaurant, hotel, cleaning service or working in another institutional setting performing all aspects of a similar role.

Knowledge / Skills

- Knowledge regarding allergies and special dietary food preparation.
- Experience preparing sandwiches and preparing salads.
- Experience assisting with catering, including buffet preparation, is an asset.
- Demonstrated ability to multi-task, work well under pressure and meet all deadlines.
- Excellent communication /listening skills, both oral and written.
- Ability to work independently, as well as a team, and undertake all aspects of the position
- Must be self-motivated with the ability to deal with minor problems, extraordinary issues or variances.
- Must have a level of physical fitness suitable to perform the manual tasks and physical demands of this position.
- Great knife skills

Working Conditions

- Work normally requires a high level of physical effort: lifting, bending, twisting, reaching, grasping, etc. occasional requirement to lift pots, pans, dishes and other items up to 50 lb.;
- Work normally requires a low to moderate level of mental effort in assessing, problem-solving, reading, organizing, and handling repetitive tasks amid distractions and interruptions;
- Work normally requires a moderate level of manual dexterity for all aspects of food;
- The work environment and the responsibilities of this position provide for a high degree of self-direction in setting work priorities. Consistent with the professional nature of the work, there is an expectation to work in excess/outside of a typical work schedule to successfully carry out the responsibilities of this role;
- Fast-paced, modern kitchen and campus environment that operates 7 days a week. Day, afternoon, and evening shifts of irregular and varying duration, including weekends, are scheduled on a regular rotational and relief basis, with occasional additional hours required according to operational needs;
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications to the attention of Human Resources no later than at
4pm on Thursday May 9th, 2019.

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