

Communitas – Staff Position Description
SUPPORT STAFF

TITLE: Cook

LOCATION: Little Sprout Café, Abbotsford

REPORTS TO: Café Chef Manager

POSITION SUMMARY

This position works in the kitchen under the supervision of the Chef Manager and is primarily involved in food preparation, cooking and plating a variety of dishes; and assisting in the cleaning and maintenance of kitchen equipment. In the absence of the Chef Manager, this position will lead the kitchen Team Members in completing food orders. Little Sprout Café is part of Communitas Enterprises, which provides employment and training opportunities for individuals with mental health challenges, developmental disabilities, and acquired brain injuries.

SPECIFIC DUTIES

1. Kitchen
 - Prepare, cook, and plate a variety of dishes
 - Use blenders, soup warmer, oven and stove top in accordance with safety procedures and manufacturer guidelines
 - Store food, beverages, paper and chemical supplies safely and securely, communicating to the manager when supplies are low and in need of ordering
 - Follow recipes and critical safety steps, in accordance with the café food binder
 - Assist with washing cooking pots, utensils, and customer dishes throughout the day
 - Communicate food orders to Team Members, giving direction on how to complete the order
 - Provide supervision and training to Team Members in relation to the preparation of dishes and cleaning tasks
 - Organize food and supplies within the Kitchen, Dry Storage, as well as Cooler and Freezer
 - Charting temperatures and completing logs and charts, as directed by health regulations
 - Assist with other duties and responsibilities which may include placing orders, communicating with staff, shopping, monitoring prep, or assisting with other food service needs
 - Maintain a clean work area, cleaning surfaces, equipment, and dishes continuously throughout the day
2. General and Front of House
 - Interact with customers and the general public in a way that reflects the values Communitas
 - Communicate operational, personnel, and equipment concerns to the Chef Manager
 - Work with Shift Lead to complete and coordinate routine daily cleaning activities (e.g. emptying garbage, recycling, compost, sweeping and mopping floors, stocking and sanitizing washroom areas, etc.)
 - All café staff will operate in the dish area, 'cleaning as we go' to avoid a cluttered and messy appearance
 - Greet and serving our customers in a friendly manner
 - Work with Shift Lead to assemble and prepare to-go orders
 - Assist with the preparation of beverages (e.g. coffee, espresso drinks, smoothies), as needed
3. Other duties as required

REQUIREMENTS

- Previous kitchen experience is required
- Culinary training is an asset
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Able to stay organized and maintain focus in fast-paced environment
- Excellent teamwork skills as well as the ability to work independently without supervision
- High energy and highly motivated with strong interpersonal, communication, and motivational skills
- Ability to model appropriate behaviour (conduct, performance, concern for people, morale, compliance with program policy and procedures, work performance standards, appearance, professionalism, ethics and personal integrity)
- Must be able to lift 20 lbs
- Reliable, punctual, and able to take initiative
- Possession of Emergency First Aid Certificate with CPR
- Possession of Food Safe Level 1
- Possession of BC Class 5 drivers license is preferred