



POSITION DESCRIPTION

Position Title:	First Cook		
Program Name:	Catering Plus	Position Class:	SVG 5
Reports To:	Program Manager- Property Administration and Social Enterprise	Location (Work Site):	Catering Plus, Catering sites
Effective Date:	Review Date:		

Position Summary:

The First Cook works in a team environment to prepare catering orders in accordance with kitchen and catering policies and procedures. The incumbent monitors and assists staff in completing allotted tasks and in absence of the Lead Chef coaches and directs the day-to-day activities of the catering staff, ensuring that orders are processed and delivered accurately and on time.

Hours for the First Cook are on an as needed basis and will fluctuate based on Catering bookings and time of year. As required, the incumbent must be available for call in shifts, have the ability to work full days, and work weekends, holidays, early mornings or late evenings (depending on bookings).

Key Responsibilities (Activities)

1. Food Service Planning and Delivery

- Prepares food for customers, and ensures that portion control, temperature, and food presentation guidelines are adhered to.
- Supports the methods of food preparation and service to ensure consistent quality, cleanliness and that meals/snacks are served on time and with accuracy.
- Ensures that timely, appropriate action is taken in response to concerns expressed by customers and staff in the absence of the chef or small business assistant

2. Management of Customer Nutritional Requirements

- Follows menu plans to ensure that customer nutritional needs are met.
- Coordinates with the Small Business Assistant and other caterers to ensure that dietary restrictions and food allergies are known and properly communicated only in the absence of the lead chef

3. Support to Staff



- In the absence of the lead chef, supports the daily activities of Food Services staff, providing coaching and direction.
- In the absence of the chef, oversees departmental operations including kitchen clean up, menu changes, staffing changes and service calls for malfunctioning equipment in accordance with procedures.

4. Health and Safety

- Ensures that public health regulations pertaining to food preparation, storage and disposal are followed and that there is adherence to agency and IPAC standards.
- Recognizes potential health and safety concerns and takes action to resolve them in accordance with applicable legal and agency health and safety requirements and in consultation with the Lead Chef .
- Promotes a safe environment by ensuring that health and safety policies and procedures are adhered to, materials and equipment are used and stored in a safe and proper manner.
- Reports and documents health and safety injuries/ incidents in an accurate, complete and timely manner

5. Cooperation and Teamwork

- Actively participates in catering service activities for special events and marketing functions, as required and in conjunction with the Small Business Assistant.

Requirements of the Position:

A: Education and Training

To be eligible for this position (required education) (e.g specify if any particular program(s) or required or preferred – refer to Education list in toolkit for some examples)

No minimum requirements

A: EDUCATION AND TRAINING

- Successful completion of a college Culinary Management Program or an equivalent combination of education and work experience in cooking and food preparation
- Red Seal Certification or demonstrated commitment to obtain this certification at the request of the agency is an asset.
- WHMIS
- First Aid/CPR
- Safe Food Handling

B: Related and Relevant Experience



- Experience navigating the mental health system, either personally or with a family member or friend is required.
- Having a valid Ontario Driver’s license and a comfort level driving a Catering van is required.
- 3 years of cooking and food preparation work experience is required.
- Experience in a culinary leadership role is an asset
- Catering and customer service experience is an asset.
- Work experience at a mental health or other not-for-profit agency is an asset
- Experience working with marginalized individuals who may experience barriers to employment is an asset.

We recognize that mandatory training before hire is an asset, however, successful completion of the training applicable to this role shall be requirements for continued employment in this position: (only select those relevant to your position)

- WHMIS
- First Aid/CPR
- Safe Food Handling
- Back Care training

Assets with regard to this position:

- ASIST

C: Competencies

Clinical	
Analytical Thinking and Decision Making	Basic
Client Management within the Community –	Foundational
Client Supports	Foundational
Commitment to Continuous Learning	Foundational
Crisis Intervention	Foundational
Documentation	Basic
Human Development	NA
Mental Health/Concurrent Disorder/Dual Diagnosis	Foundational
Pharmacology	Foundational
Screening and Assessment	NA
Service Planning	Foundational
Substance Use/Addictions	Foundational
Behavioral	
Adaptability and Flexibility	Intermediate
Collaboration	Intermediate
Communication	Foundational
Diversity	Foundational



Ethics	Basic
Interpersonal	Intermediate
Professionalism	Intermediate
Teamwork and Multidisciplinary Approach	Intermediate
Functional	
Analysis and Problem Solving	Intermediate
Knowledge of Community Resources	Foundational
Organization and Planning	Intermediate
Record and Information Management	Basic
Technical (Cleaning)	Intermediate
Technical (Computer Skills)	Basic
Technical (Cooking/ Food Preparation)	Intermediate

D: Other (here are examples)

- Valid driver’s license
- Automobile in good repair and insurance coverage as required by agency policy
- Satisfactory police records search and vulnerable sector screening
- Satisfactory references

Working Conditions: (refer to Working Conditions in tool kit for examples)

- Works in a catering/kitchen settings and in the community
- Works directly with individuals living in poverty who may live with a with serious mental illness and/or dual diagnosis and/or addictions
- Required to work rotating shifts – days, evenings, nights and weekends
- Some evenings may be required, weekend shifts and public and statutory holidays

Approval/Revised Approval Dates:

Program Manager _____ Date _____

Program Director(s) _____ Date _____

Human Resources Manager _____ Date _____

I have read and understood the above position description.



**Canadian Mental
Health Association**
Haliburton, Kawartha, Pine Ridge

Employee Signature

Date