



Renfrew-Collingwood Seniors' Society  
 2970 East 22<sup>nd</sup> Avenue, Vancouver, BC V5M 2Y4  
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<b>Job Title</b>	<b>COOK 2 - TRANSPORT 1 (INTEGRATED POSITION) – TEMPORARY</b>
<b>Collective Agreement</b>	Community Subsector Association
<b>Union</b>	HEU
<b>Classification</b>	Cook 2 (80220) Grid Level 12/Transport 1 (80897) Grid Level 1
<b>Reports to</b>	Executive Director
<b>Wage</b>	\$25.33 - \$26.94 per hour
<b>Days/Hours</b>	Monday – Friday, 8:30am – 2:30pm (Starting February 12, 2024 – March 12, 2024; Casual position available after the month if you choose to stay with us)
<b>Benefits</b>	Extended Health Care, Dental Care, Vision Care, Life Insurance, Disability Insurance, Pension Plan

**Job Summary:**

Prepares and serves meals, provides direction to Cook 1s, food service workers, clients, and/or volunteers, and performs administrative functions related to the Cook 2 position.

Operates motor vehicles for the purpose of transporting supplies and materials. Performs routine inspection and maintenance duties on vehicles and related equipment.

**Duties and Responsibilities:**

1. Performs administrative duties such as estimating food and supply requirements based on menus and minimum/maximum inventory levels, placing purchase orders with external suppliers, receiving supplies, checking invoices against orders and goods received, storing, and distributing supplies, and contacting suppliers to obtain and provide information and to investigate invoice anomalies and damaged shipments. Shops for food items and monitors kitchen expenditures.
2. Prepares and serves meals and snacks in accordance with established menus and recipes, by performing duties such as planning food preparation and cooking schedules, cooking, roasting, grilling, baking, testing for palatability, and carving. Modifies and adjusts established menus as required.
3. Provides direction to Cook 1s, food service workers, clients, and/or volunteers, and monitors and assists as required.
4. Performs inventory control duties such as storing and rotating food and supplies.
5. Performs cleaning duties such as cleaning food preparation equipment, sweeping and mopping floors, cleaning sinks and counters, cleaning kitchen and storage areas such as walls, ovens, and freezers, and removing garbage.
6. Washes, scrubs, and rinses pots, pans, dishes, and utensils by hand, dishwasher, and/or pot washer.

7. Monitors functioning of equipment, and reports malfunctions and maintenance and repair requirements to manager.
8. Completes and maintains related records and documentation such as recipes and records of client preferences, allergies, and special dietary needs.
9. Transports a variety of supplies and materials to various locations by operating motor vehicles such as cars, trucks, and vans.
10. Loads and unloads items such as materials, supplies, and clients' household items.
11. Performs routine inspection and maintenance duties on vehicles and equipment such as securing load, cleaning interior and exterior of vehicle, fueling vehicle, checking belts, lights, and tires, and maintaining fluid levels. Recommends vehicle and equipment repairs as required.
12. Collects payments, obtains required signatures, issues receipts, and balances cash.
13. Completes and maintains related records and documentation such as logbooks and statistics.
14. Performs administrative support duties such as answering telephones, arranging times for picking up and delivering supplies and materials, and altering schedules.
15. Performs other related duties as assigned.

**Qualifications:**

**Education, Training, and Experience**

- Grade 12
- Professional Cook Training Certificate
- Certificates in First Aid and Food Safe (every 5 years)
- Class V BC Driver's License
- Recent, related experience of two years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to organize work
- Knowledge of basic vehicle maintenance

*Please note, from October 26<sup>th</sup>, 2021, onward, unless applicants have provided the employer proof of an approved or pending exemption request made in accordance with PHO Order, they may only work if they are fully vaccinated (seven days past dose 2 of vaccine).*