

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>DATE:</b>
Cook	12 <sup>th</sup> May 2025
<b>REPORTS TO:</b>	<b>APPROVED BY:</b>
Head Chef	President & CEO
<b>JOB OVERVIEW</b>	
<p>The Cook will play a critical role in providing skilled cooking and food preparation services within the Farmers Table Restaurant kitchen by ensuring the consistent delivery of high-quality meals in accordance with established standards. The Cook is also responsible for contributing to the smooth and efficient running of the kitchen and may be required to support the Head Chef in overseeing back-of-house operations. He or she will report to the Head Chef and will have direct involvement in food production, maintaining hygiene standards, and providing guidance and support to other kitchen staff as required.</p>	
<b>KEY DUTIES AND RESPONSIBILITIES</b>	
<p><b><u>Key Duties and Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Prepare, cook, and plate a wide variety of menu items to standard, including the regular menu, specials, and event-specific offerings.</li> <li>• Ensure food preparation is carried out efficiently and in accordance with portion, presentation, taste, and timing standards.</li> <li>• Work along with the kitchen steward and prep-cook to set up and maintain assigned workstations with all necessary supplies, tools, and ingredients to ensure readiness before each use.</li> <li>• Monitor incoming orders in collaboration with hostess to ensure smooth service flow.</li> <li>• Train, support, and mentor junior kitchen staff and kitchen hands in collaboration with the Head Chef in food preparation, hygiene practices, and station setup.</li> <li>• Lead by example in maintaining a professional, clean, and well-organized kitchen environment at all times.</li> <li>• Monitor and report on food inventory, usage, and waste to ensure efficient use of stock and help control food cost percentages.</li> <li>• Participate in daily, weekly, and monthly stock takes and assist in managing and documenting food and supply inventory.</li> <li>• Collaborate with the Head Chef to monitor kitchen stock, control portion sizes, and assist with cost-effective ordering.</li> <li>• Ensure food safety and sanitation practices are rigorously followed, including food storage, labeling, cooling, thawing, and allergen handling.</li> <li>• Complete required food temperature checks and assist with recordkeeping for compliance with health and safety inspections.</li> <li>• Report equipment faults, hazards, or maintenance needs promptly and follow up to ensure resolution.</li> <li>• Render cooking services at events hosted by the organization which warrant the expertise of the cook.</li> <li>• Assist with the development and testing of new menu items, seasonal updates, and special event catering as directed.</li> <li>• Review and interpret recipes and prep lists accurately, ensuring consistent quality and minimizing deviations.</li> </ul>	

- Liaise with the front-of-house team to communicate dish availability, coordinate meal pacing, and address dietary requests or special orders.
- Support rostering needs by being available for split shifts, weekends, holidays, or extra shifts during peak service times.
- Represent the kitchen leadership team in the absence of the most senior cook, assisting with service management and team direction.
- Assist in enforcing health and safety policies and procedures and contribute to creating a respectful, productive, and inclusive kitchen culture.
- Uphold confidentiality of recipes, internal procedures, and intellectual property related to the kitchen and business operations.
- Participate in regular team meetings, training sessions, and performance reviews as required.
- Perform any other duties assigned by immediate supervisor.

## **KNOWLEDGE & REQUIRED SKILLS**

### **Skills and Competencies:**

- Able to work weekends, evenings, holiday shifts and regular shifts as required.
- Physical capacity to perform the role, including standing for long periods and lifting moderately heavy items.
- Sound knowledge of commercial kitchen operations, equipment, cutlery, food safety regulations and allergen awareness.
- Proven ability to lead and support a kitchen team, including junior chefs, apprentices and kitchen stewards.
- Must be able to lift up to 50lbs.
- Strong organizational and time-management skills, with the ability to work under pressure and meet deadlines.
- Ability to follow structured recipes and dietary requirements with precision and consistency.
- Strong communication skills and the ability to work cooperatively with both back-of-house and front-of-house teams.
- High level of initiative, responsibility, and accountability in both routine and high-pressure situations.
- Excellent verbal and written communication skills.
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Sound Time Management Skills.
- A Team Player and Understanding.
- Menu development and pricing skills.
- Strong Organizational skills and Multitasking abilities.
- Disciplined, self-motivated and results oriented.
- Adherence to rostered hours, punctuality, and a positive attitude toward teamwork and service delivery are essential.
- Adequate knowledge of CTI's overall vision, purpose, core values & overarching goals.

## **EXPERIENCE & QUALIFICATIONS**

**Experience:**

- High School Diploma
- A minimum of three (3) to five (5) years' experience in a similar cook or chef role.
- Sound knowledge of the hospitality industry.

**Education:**

- Culinary training, formal certification, or food handling accreditation.

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**Acknowledged and agreed by:**

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**Date:**