

Job Description

Assistant Cook – School Food Services

Work Location: Greater Fredericton area.

Salary: \$17.50/hour, 30 hours/week.

Job Description

Under the supervision of the Cé d'Ici Head Cook, the Assistant Cook participates in the preparation, cooking, and serving of meals for school cafeterias and, when required, catering services. The Assistant Cook helps provide healthy, tasty, and safe meals while complying with food safety standards and the organization's values.

Key Responsibilities

1. Food Preparation and Cooking

- Participate in the daily preparation of meals according to established menus and the manager's instructions.
- Follow recipes and comply with portion and quality standards.
- Cook, assemble, and present food in an appealing manner that meets expectations.
- Adapt food preparation for special diets (allergies, intolerances, and other specific needs).

2. Hygiene, Sanitation, and Safety Standards

- Maintain the cleanliness of the kitchen, work surfaces, equipment, and utensils.
- Strictly follow food safety and sanitation regulations.
- Ensure that product storage conditions comply with current regulations.
- Ensure proper storage, rotation, and labeling of food products.

3. Service and Operational Support

- Participate in meal service according to established school cafeteria schedules.
- Assist with setup and cleanup before and after service.
- Provide support for catering services or special events when required.

4. Inventory Management and Communication

- Inform the manager of ingredient needs or product shortages to ensure effective inventory management.
- Assist with receiving and storing deliveries of ingredients and food products.
- Help minimize food waste and use available resources efficiently.
- Submit recommendations to improve operations and service quality.

5. Commitment to Sustainability and Educational Mission

- Promote the use of local and sustainable products.
- Participate in environmentally responsible practices, including waste sorting, composting, and waste reduction.
- Help promote healthy eating habits among students.

Required Qualifications

- High school diploma (culinary training is an asset).
- Minimum of 2 years of experience in food services.
- Excellent knowledge of food hygiene and sanitation standards (Food Safety Certificate required).
- Strong spoken and written English; functional knowledge of French is an asset.
- Basic knowledge of Microsoft Office (Word, Excel, Outlook).

Skills and Qualities

- Knowledge of basic food preparation and cooking techniques.
- Strict adherence to food safety and sanitation standards.
- Strong organizational and time management skills.
- Ability to follow instructions and production priorities.
- Customer service orientation.
- Teamwork, collaboration, and respectful communication.
- Attention to detail, independence, and reliability.
- Flexibility and adaptability in a dynamic environment.

Please send your resume at chaddockpaul@gmail.com