



## POSITION DESCRIPTION

<b>RESIDENCE:</b>	<b>GREYSTONE MANOR</b>
<b>POSITION:</b>	Chef
<b>REPORTS TO:</b>	Food & Beverage Manager
<b>SUPERVISES:</b>	Cook Prep Cook Servers Busser Dishwasher

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### ACCOUNTABILITY & OBJECTIVE:

Under the direction of the Food & Beverage Manager, prepares and serves attractive and nutritious meals and snacks, assists in supervision of dietary personnel and ensures the kitchen area is kept clean and sanitary.

Ensures all Food Safe / Serve it Right standards are achieved.

### BACKGROUND / QUALIFICATIONS:

A Certified Chef from an accredited school or equivalent.

A minimum of five years experience in volume food preparation as an Executive Chef or Sous chef level in Hotel/Restaurant or /Catering Industry.

Proven ability to offer outstanding public relations with residents, potential clients, staff and all persons visiting Greystone Manor. Some formal training in public relations (Super host)

A person with a positive self-projection and works well with other team members and coaches, trains, communicates in many media sources.

A people-person with a heart for seniors and a positive, outgoing disposition. Ability to work independently with a commitment to achieve deadlines. Hospitality experience preferred.

### KEY RESPONSIBILITIES:

Cooks according to planned meals/menu, an appetizing meal and presentation in accordance with Canada's Food Standards and Greystone Manors individual resident needs.

Responsible for purchasing of food and supplies for Dietary department as per established company procedures, assists in inventory control and apte storage.

Ensures that staff adhere to job duty guides that food production meets department standards and service to residents is of quality.

Schedules cleaning to meet environmentally safe standards in the kitchen, country kitchen and dining room.

Ensures quality control of meals and or snacks

Responsible for maintaining the cleanliness of the food preparation area and kitchen equipment - inclusive of preventative maintenance

Performs duties willingly in a timely and friendly manner

Performs other related duties as delegated with an exemplary standard of skill and with a sense of responsibility

**GENERAL:**

Participates in the Residence's ongoing Fire Prevention, Continuous Quality Improvement, and Occupational Health and Safety.

Handles all matters in a confidential manner.

Maintains effective communication with residents, families, staff and community members using appropriate lines of communication.

Maintains an exemplary attendance record.