



JOB POSTING

COMPETITION # ECCMGC 00-003

JOB TITLE: 2nd Cook/Baker

DEPARTMENT: Operations

REPORTS TO: Camp Manager

ROTATION: 14 Days On, followed by 14 Days Off (inclusive of travel time)

SUMMARY

The 2nd Cook is responsible for assisting the Head Cook in preparing of all meals and ensuring the kitchen areas are always clean and sanitary.

The 2nd Cook recognizes that Health and Safety are always our primary concern and ensure that safe work practices are foremost in all projects and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures daily Hazard Analysis Critical Control Point (HACCP) temperature checks of food and equipment are completed and satisfactory while taking appropriate corrective measures when necessary
- Ensures (in co-operation with the chef and camp manager) that a full supply of catering and bakery items during night hours are prepared to the required standards of both client and company including but not limited to: Desserts, Sweets, Squares, Breads, Pastries, Meat, poultry, and seafood butchery. Protein and Vegetables. Cold Cuisine, Pasta, and Pulses.
- Peel potatoes, onions, carrots and other vegetables or fruits to have them on hand in advance for the daily requirements.
- Help prepare offsite caterings when required (i.e., Orientation, Training etc.)
- Participates in kitchen cleaning work, such as washing and cleaning of equipment, Prep areas, storage areas, Fridges, and Freezers.
- Reports any kitchen equipment and appliances for needed repairs or maintenance to the head cook.
- Serve on the food line, as required
- Cook and hold food items as instructed by the Head Cook, replenish the food line as required.
- Follow Safe food handling practices including and aid coworkers in the same.
- Help unload grocery deliveries and ensure proper storage, labeling, and rotation (FIFO) of said items.
- Aid in the ordering of necessary food items to carry out the menu and assist the head cook with monthly inventory counts while ensuring accuracy.



- Ensures all food items are labeled, dated, cooled, and stored as per HACCP and food safe procedures at all items.
- Occasionally fill in in the absence of the Head Cook when required.
- Assist in ensuring all daily items are prepared, this includes the salad maker, and sandwich maker.
- Well presented in appearance including clean hands and fingernails, cleanly shaven (or neatly trimmed facial hair and beard nets worn), clean uniforms always worn including chefs' coats, pants, aprons, and hair restraints.
- Proper PPE shall be worn at all, times where tasks require.

SUPERVISORY RESPONSIBILITIES

Assigns tasks to a helper; and/or supervises employees during a minor portion of the time.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have the capacity to work long periods away from home, as the typical work rotation is fourteen (14) consecutive 12-hour workdays, however this can be extended due to inclement weather or other unforeseen circumstances.

- Shifts include weekends, holidays and in emergency situations as required.
- To frequently function in activities involving walking, bending, squatting, reaching

QUALIFICATIONS

- High School / GED
- 5 years minimum experience in Restaurant/ Hotel Operations or equivalent combination of education and experience.
- Associated Culinary Arts certificate, diploma or degree, Canadian Red Seal trade qualification would be an asset.
- Strong and thorough knowledge of food and cooking techniques
- Food Safety Certification (FST) or successful completion immediately upon hire.
- Valid Emergency First Aid Certificate.
- Valid Workplace materials Information System Certificate (WHMIS)
- Must be able to complete and pass company medical, Drug and alcohol testing, and Criminal background check, as required
- Ability to promote a positive safety culture by communicating with the entire workforce daily.
- Ability to maintain a pleasant disposition with clients and customers while working to help ensure their complete satisfaction is met.
- Excellent, Organizing, Planning and Administrative Skills
- Excellent Oral and Written Communication Skills



- Excellent Interpersonal Skills
- Proven Decision-Making Ability
- Good Flexibility and Innovative Skills
- Valid driver's license with a clean driving abstract

Pre-employment requirement

- Drug test
- Medical
- Criminal background check
- Fully Vaccinated for COVID-19 as per client requirements and Health Canada guidelines.

Please email your updated resume to:

East Coast Catering

Attention – Human Resources Manager

lwoodman@eccltd.ca

East Coast Catering is an ISO 9001:2008 registered equal opportunity employer, an industry leader in health & wellness and occupational safety that strongly encourages workplace diversity

East Coast Catering appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

Your application to this posting is deemed to be consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. East Coast Catering respects the privacy of all applicants and the confidentiality of personal information and we will retain this information for a period of 1 year.