



DISTRICT COOK – SCHOOL FOOD PROGRAMS (13.20)

DESCRIPTION

Under the supervision of the District Foods Program Coordinator or delegate, the District Cook performs all phases of kitchen activities including planning, preparing and packaging nutritious hot and cold menu items, including breakfast, lunch and snack initiatives while ensuring food safety, sanitation, and appropriate storage practices.

DUTIES AND RESPONSIBILITIES

- Support the implementation of district standard food program through menu planning, integrating local food sources, managing ordering systems, and preparing and delivering meals.
- Prepare, cook, bake, a variety of foods to be included in the daily breakfast, lunch and snacks at multiple schools.
- Create and follow standardized recipes; assist with basic menu planning and costing; portion control to meet nutritional and budget guidelines.
- Collaborate with high school culinary arts team in shared space use, menus, and resources.
- Assist with ordering, receiving, and restocking food and supplies; maintain supply levels and complete related records.
- Ensure proper sanitation in food handling and cleaning; maintain cleanliness of kitchen, cafeteria, utensils, and equipment; adhere to WorkSafeBC safety procedures.
- Safely operate commercial kitchen equipment (ovens, mixers, slicers, dishwashers, etc.) and ensure utensils/equipment remain in good working order.
- Maintain a positive rapport with students, staff, and other facility users.
- Provide direction to students and/or volunteers assisting in school Food Programs.
- Launder kitchen cloths/tea towels; report maintenance issues; support annual inventory; perform other job-related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

- Red Seal Cook (Professional Cook 3).
- Candidates with professional culinary training and substantial experience in high-volume institutional or school-based food service settings may also be considered.
- Valid Food Safe Level 2.
- Valid Class 5 driver's license.

Experience

- Minimum two (2) years in hospitality/food service.

Skills and Abilities

- Competence in volume cooking, baking, and presentation; knowledge of safety, sanitation, and food storage.
- Ability to operate kitchen equipment.
- Ability to work and act independently and as part of a team
- Interpersonal skills to maintain positive rapport; ability to provide guidance to students in cafeteria/culinary settings.
- Effective written and oral communication skills
- Basic computer skills and knowledge of Microsoft office products.
- Ability to understand and carry out written and oral instructions
- Ability to give instructions and directions to others as required
- Physical capability to perform duties (standing, lifting, pushing/pulling), and satisfactory criminal record checks in accordance with district policy.

Implemented: January 22, 2026

Tentative Job Description based on current needs and expectations. To be reviewed through Joint Job Evaluation as soon as possible”