



HFN Group of Businesses

Title	Café Cook
Classification	
Reports to	Café Supervisor
Budget Authority	Nil
Number of direct reports	Nil

Position Summary

The Cook is responsible preparing food for service in the Café and Market (deli counter). The cook is responsible for all kitchen duties, including prepping, line cooking and catering.

The cook will report directly to the Café Kitchen Supervisor and subsequently the Market Manager.

Job Duties

- Set up and stock stations with all necessary supplies
- Create and follow existing recipes
- Ensure proper food portioning
- Prepare food for service in kitchen and deli areas
- Maintain inventory
- Maintain and adhere to all safety protocols and procedures
- Ensure that all food handling is done in accordance with the generally accepted Food Safe and Serving it Right rules and regulations
- Handle cash utilizing the POS system
- Serve customers in a professional and friendly manner
- Ensure that the premises are always kept clean and tidy, including both inside and outside including the parking lots
- Ensure that dish pit area is clean, and dishes are washed and put away
- Sweep and mop floors, take out recycling and trash.
- Janitorial duties including bathrooms (inside and outside)
- Daily and hourly sanitizing of all high touch point areas
- Perform other related duties and tasks as required to meet the on-going needs of the organization.

Operational Requirements

- Ability to work flexible hours including nights, weekends and statutory holidays
- Willingness and ability to work overtime when required.
- Physical strength, agility and coordination to perform the work.
- Ability to interact with customers and the public at large.
- Ability to work as part of a team.
- Ability to maintain all health and safety protocols.



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- Ability to maintain confidentiality.
- Maintain a high level of professional appearance, accountability, demeanor and ethics.
- Ability to comply with all relevant legislation and regulations, WCB regulations/OHS Standards, and HGB Human Resources Policy,
- Successful background checks, including Police Information Check, employment verification, reference checks, and education/credential verification.

Education and Experience Requirements

- High School Diploma (preferred)
- Food Safe Certification
- Serving it Right Certification
- Previous cooking experience
- Strong working knowledge of the Food and beverage industry principles, methods, practices, and techniques
- Experience with POS systems and cash handling procedures
- Ability to work calmly and effectively under pressure in a fast-paced environment
- Must be dependable and forthright, with the ability to confidently work without direct supervision
- Ability to provide excellent customer service skills
- Ability to work effectively, professionally, and courteously with other staff.
- Ability to manage time effectively
- Excellent communication skills
- Strong leadership and problem-solving skills

(Employee Name)

Date

Manager

Date