



# St. John's Academy

## *Shawnigan Lake Campus*

### **NOW HIRING – FULL TIME PREP COOK**

St. John's Academy Shawnigan Lake, a secular school located on acres of pristine forest by the lake and at the base of Mount Baldy, provides an excellent working environment. We are looking to add a Full-Time Prep Cook to our kitchen team.

#### **POSITION DESCRIPTION**

**Title:** Prep Cook

**Reports to:** Kitchen Manager

**Wage:** \$21.00/hour

**Summary:** This person organizes the preparation of meals from start to finish, preparing quality food items properly and efficiently in a clean working environment; ensures an organized and clean work area; and performs other duties as assigned; working cooperatively with the kitchen team.

#### **DAILY RESPONSIBILITIES**

#### **QUALIFICATIONS:**

- Leadership skills with the ability to work all areas of kitchen when needed
- Experience working as a prep cook
- Respect towards all members of a kitchen team, staff, students and guests
- Current Food Safe Certificate
- Able to physically manage the requirements of the position
- Able and willing to function in a changing work environment
- Provide cooperative team support to accomplish needs and tasks
- Fluency in oral and written English
- Neat, well-groomed appearance
- Current Criminal Record Check to be completed upon hiring.



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## **DUTIES:**

- Carry out all duties associated with providing quality food service
- Prepare nutritious food using various methods of cooking/baking
- Assist Kitchen Manager with daily or weekly needs of food, supplies and incoming orders are correct and of good quality
- Maintain established food rotations in storage to minimize spoilage and waste
- Ensure breakfasts, snacks and beverages are available
- Provide hospitality support for school events and guests
- Ensure kitchen areas are in a clean, safe and sanitary condition
- Operate and clean kitchen equipment
- Inform Kitchen Manager of any equipment malfunction
- Abide by best food and kitchen practices and WHMIS
- Attend in-service training and orientation sessions when appropriate
- Promote good public relations within and outside the facility
- Ensure, at all times, that confidential information is held in strictest confidence, in accordance with Federal and Provincial Privacy legislation
- Perform any other related duties which may be required.

To apply, email your cover letter and resume with 2 references to [careers@stjohnsacademy.ca](mailto:careers@stjohnsacademy.ca).

Thank you for your interest, only those short listed will be contacted for an interview.

Ability to commute/relocate:

- Shawnigan Lake, BC: reliably commute or plan to relocate before starting work (required)