



POSITION DESCRIPTION

(In compliance with Diocesan Policy and specifically revised for the Feed the Hungry Program)



JOB TITLE:	COOKING TEAM LEAD	Schedule:	Once per month Shifts available Sundays from 9:00am to 5:30pm
Class:	Area Team Lead	Length of Commitment:	Two-year renewable term
Location:	St. Mary's Cathedral Hall (221 – 18 Ave. SW)	Direct Supervisor(s):	Program Manager via Assistant Coordinators

JOB SUMMARY

The primary responsibility of a Cooking Team Lead is to provide oversight and assistance in the preparation of the Weekly Sunday dinner.

ESSENTIAL DUTIES/ACCOUNTABILITIES

Responsibilities to the Guests:

- Create a culture of welcome and professionalism
- Provide input to the Program Manager as to preferred menu and required ingredients
- Supervise and participate in preliminary meal preparation
- Operate large-volume cooking equipment such as ovens, stovetop and vegetable cooker
- Cook the meal for service to the dinner guests
- Establish portion serving size and quality control standards
- Maintain a steady supply of food to the Main Entrée area during service
- Model and reinforce sanitation and safety procedures
- Supervise and participate in cleanup activities
- Prepare excess food for agency outreach

Responsibilities to Regular and Sponsor Volunteers:

- Maintain an atmosphere of respect and dignity towards our guests, volunteers, and staff members
- Create a culture of welcome and professionalism
- Assign duties, responsibilities and stations to morning prep and kitchen help volunteers
- Foster teamwork and guide volunteers on kitchen procedures
- Express appreciation to volunteers for their work
- Alert Assistant Coordinator of any potential incidents or risks

DESIRED TRAITS

- Ability to supervise groups of volunteers
- Ability to relate to diverse groups of people and cultures
- Ability to use sound judgement within defined policies and procedures to determine appropriate action
- A knowledge and appreciation for a safe working environment
- Current SafeCheck™ Food Safety Certification considered an asset

MEDIUM RISK SCREENING CHECKLIST

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three Personal reference checks
- A Vulnerable Sector Police Information Check (VSPIC)
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups to be conducted

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