

## Employment Opportunity

### SECOND COOK

Supervisor: Field Station Coordinator or designate

Date revised: August 2022

Classification: Seasonal, term position

Applications can be submitted via email to [fsc@churchillscience.ca](mailto:fsc@churchillscience.ca). Please quote job title in cover letter or subject line.

**Application deadline is September 18, 2022.**

**Job term is Oct. 13 to Nov. 15, 2022.**



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The Churchill Northern Studies Centre (CNSC) is an independent, non-profit research & education facility, located 23 km outside of Churchill, MB. The CNSC facilitates scientific research and provides educational programming on the natural sciences and the environment.

Successful candidates will benefit from the wide range of skills and experiences gained by working at an active research facility.

## Job Title: Second Cook

### Job Description

The **Second Cook** is responsible for assisting the First Cook to make sure the dietary department in accordance with all applicable health and safety regulations for the operation of a cafeteria in the Province of Manitoba are met. You will direct activities within the cafeteria under the First Cook and, together with volunteers ensure the area is cleaned and sanitized, following all COVID Public Health Restrictions.

### Job Responsibilities

1. Teamwork
  - a. General supervision and direction are received from the **Field Station Coordinator** and **First Cook**.
  - b. Supports volunteers and guests in safely engaging with the kitchen and dish area.
  - c. Reports directly to the **Field Station Coordinator** when requested.
2. Food preparation
  - a. Assists the **First Cook** with preparing and presenting three meals, which may require accommodating to dietary restrictions.
  - b. Daily baking.
  - c. Prepares materials (i.e., sliced meats, vegetables, to-go & buggy lunches, etc.)
3. Other Duties
  - a. Receives freight and ensures inventories & quality of supplies received. Documents all damages and makes the **First Cook** and **Field Station Coordinator** aware so a claim can be submitted.
  - b. Regularly monitors supplies (shakers, napkins, coffee area, toast area, etc.)
  - c. Puts away freight using the first in/first out method. Records and disposes of expired/spoiled foods, makes the **First Cook** aware. List to go to the **Field Station Coordinator**.
  - d. Daily clean-up of the kitchen & cafeteria (floors, counters, microwaves, coffee area, etc.)
  - e. Daily cleaning of equipment (grill, ovens, steam tables, processors, etc.)
  - f. Ensures all dishes are washed, sanitized, air dried and put away after each meal service. Makes sure the dish pit area is kept clean and clutter free.
  - g. Assists with cleaning dishes if needed
  - h. General cleanliness of the walk-in cooler, freezers, fridges, pantry, back dock area; in compliance with Manitoba Health regulations.
  - i. After meals, cleans and sanitizes the cafeteria tables, chairs, beverage area, microwaves, and high touch areas.
  - j. Assists with inventory at end of seasons.
  - k. Empties garbage and recycling containers.
  - l. Other duties as assigned.

m. Some tasks may be routinely delegated to volunteers.

## Job Requirements

The Second Cook must be:

- a) able to work independently, have strong problem-solving abilities, and be proactive in implementing solutions
- b) adept at interpersonal and public communication
- c) in good physical condition and prepared to work in demanding physical environments: must be comfortable bending, reaching, using a ladder, lifting to 50 lbs, and spending several consecutive hours on their feet
- d) willing to obtain a Manitoba Class 5 and Class 4 driver's license
- e) willing to obtain Food Safety certification, Standard First aid and CPR

## Minimum Qualifications

1. Kitchen experience
2. Excellent oral communication skills
3. Organization skills



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