



## **Cook**

### ***Position Profile***

**Reports to:** Ship's Captain

**Status:** Full-time seasonal

**Compensation:** Salary, health benefits, and vacation pay, plus week-long breaks in June and September as per the sail training calendar

**Hours:** Winter hours (November through February) are 8:00 am to 4:30 pm, Monday-Friday (with an hour of break time). Scheduled hours during our sail training program are 8:00 am on the first day of each sailing until after ship clean-up on the final day of each sailing (typically 5:30-6:00 pm). It is not uncommon for a cook to work from 5:30 am until 10 pm with some daytime breaks in between. Overtime hours may sometimes be necessary to ensure the ship/program is operational, and when possible, these will be compensated as per the overtime policy in our Crew Policy Book.

### **Our Mission:**

SALTS Board, staff and crew members are deeply committed to this mission in its entirety: "To develop the spiritual, relational, and physical potential of young people through sail training, shipboard life and associated activities in a Christian environment."

### **1) PURPOSE**

The Cook is responsible for meal planning, provisioning, and cooking breakfast, lunch, dinner, and a mug-up snack for some forty people daily during our sail training programs, in a small, moving galley space.

### **2) DUTIES AND RESPONSIBILITIES**

- Plan menus and shopping lists to include healthy, tasty, nourishing meals based on an understanding of the nutritional goals set out by Canada's Food Guide
- Manage the food budget to ensure expenses are within Board approved amounts
- Prepare (or oversee the preparation of) breakfast, lunch, dinner, and evening mug-up snack
- Order and stow food and domestic cleaning supplies in preparation for the voyage
- Provide shopping lists to ship provisioners for meal ingredients and expendable items (i.e. garbage bags, toilet paper, detergents, cleaning supplies, galley supplies)



- Learn about various dietary restrictions and allergies and take great care to alter menus accordingly
- Ensure proper hygiene/sanitation is observed in the galley and eating areas
- Ensure Food Safe requirements are met
- Interact with trainees; invite them to assist in the galley
- Seek to share the love and message of Jesus Christ through words and deeds, as appropriate for those on board
- Keep short accounts with others, “speaking the truth in love” while never avoiding or unnecessarily delaying hard conversations that need to happen but being kind and gentle while having them
- Carry out any assigned responsibilities in relation to the Safety Management System including safety related duties as required in Muster List and emergency response protocols
- Ensuring that the performances of daily routines are conducted in a safe and proper manner

## **2) APPLICABLE POLICIES/DOCUMENTS**

- Crew Policy Manual
- SALTS Safety Management System (SMS)
- Written agreement with the SALTS Statement of Faith and Ethics whenever requested
- Criminal record check clearance must be provided prior to commencing employment and when requested thereafter
- Food Safe requirements

## **3) MINIMUM QUALIFICATIONS REQUIRED:**

- Courses, tickets, and training as per the SALTS “Pre-Season Requirements Checklist” found in the crew policy book
- Food safe course completion/pass
- Experience and skill cooking for large groups of people
- High stamina; able to function well with limited sleep and long work hours in a moving environment
- Ability to work with staff and clients in a supportive, respectful and caring manner
- Ability to work with little supervision and collaborate in a team setting
- Must support and uphold the values of SALTS
- Ability to model acceptable ethical standards, personally & professionally

*Effective Oct. 3, 2019*