

JOB PROFILE

LINE COOK / SHORT ORDER COOK

Working Hours:	Monday – Friday 8:00am – 2:00pm (27.5 hours per week) Occasional evenings and weekends
Location:	Langley Senior Resources Society – Recreation Centre 20605 51B Avenue, Langley BC
Wage Range:	\$21 - \$24 per hour (plus tips from external catering events)
Benefits:	Health benefits package (Upon completion of mandatory 3-month probationary period)
Conditions of Employment:	Complete satisfactory Criminal Record Check
Reports to:	Manager, Kitchen and Catering Services
Direct Reports:	none

About Us

Since 1985, the Langley Senior Resources Society (LSRS) has provided social, recreational, and educational programs as well as nutritious food, health and supportive services for adults 50 years of age and older in the City of Langley and the Township of Langley. LSRS is an independent, non-profit, charitable organization with 55+ staff and 200 volunteers that deliver over 40 programs, services, and events every year. In 2025, LSRS was the recipient of the Greater Langley Chamber of Commerce Non-Profit of the Year award.

Summary of Role:

The ideal candidate will have a passion for food preparation and a strong understanding of kitchen operation. As the Line Cook, you will work closely with the kitchen and catering services team, LSRS staff and volunteers to assist with food preparation and cooking fresh, high-quality meals for older adults and the public through the following services:

- Kitchen Café and special events at the Recreation and Resource Centre
- Adult Day Program
- Meals To Go
- Catering for onsite and offsite events

RESPONSIBILITIES:

- Prepare, count, weigh and measure ingredients for breakfasts, lunches, dinners, desserts, and snacks, including washing, peeling, chopping, mincing, pureeing, seasoning, etc.
- Follow recipes and prepare, portion, and serve fresh and frozen meals to meet dietary needs including use of convection oven, grill, steamer, deep fryer, mixer, etc. Using techniques including roasting, frying, grilling, poaching, baking, carving, etc.
- Transport meals to Adult Day Program location (vehicle provided)
- Wash and sanitize dishes, utensils, pots, and pans using a commercial dishwasher
- Maintain cleanliness of kitchen, the Café at the Recreation and Resource Centre, including cleaning counters, sinks and equipment, sweeping and mopping, removing garbage, recycle and compost, etc.
- Organize, clean, and sanitize storage, cooler and freezer
- Receive deliveries, rotate stock, and assist with tracking inventory
- Operate the cash register and perform cash in/out procedures
- Maintain a high level of customer service
- Monitor client satisfaction and communicate issues and concerns to Chef
- Support volunteers and assist with volunteer appreciation activities
- Support other LSRS program and service activities and events as required
- Participate in LSRS staff and volunteer team meetings
- Open and close the Recreation and Resource Centre location as required
- Carry out other related duties as assigned

QUALIFICATIONS

Education, Experience and Training:

- Minimum of Grade 12 education
- Minimum of 2-3 years experience in food services
- Must have 2 years+ experience as a short order cook
- Must have at least 2 years experience as a line cook making and serving breakfast
- FOODSAFE Level 1 certification required
- Must be able to create daily soups
- A good understanding of batch cooking
- Operate equipment in commercial kitchen
- A valid Class 5 driver's license and a reliable vehicle with appropriate insurance is required.
- Experience working with older adults with a range of physical and cognitive abilities is an asset

- Experience in food services in a community or health care setting is an asset
- Experience as a key holder is an asset
- Serving It Right certification is an asset
- Experience working with volunteers is an asset
- First Aid, CPR and AED training is an asset
- Workplace Hazardous Materials Information System (WHMIS) is an asset

SKILLS AND ABILITIES:

- Demonstrated ability to connect with and support seniors.
- Must have the ability to work in a cafeteria style kitchen where you will be interacting with members.
- Ability to meet the dietary needs of our members and clients.
- Handle cash and receipts effectively and accurately.
- Act professionally with co-workers, volunteers, members, clients, and the public.
- Demonstrated skills in the areas of crisis intervention and conflict resolution.
- Strong teamwork skills with the ability to communicate effectively
- Strong collaborative skills and proven ability to establish and maintain effective working relationships with all internal and external contacts.
- Oral and written English skills are essential
- Stay on task in a busy environment with regular interruptions.
- Strong interpersonal, communication and customer service skills
- Strong organizational and time management skills with attention to detail
- Physical endurance to stand, bend, kneel and move for the length of the shift
- Lift and move furniture and other materials up to 50 pounds to accommodate event and site needs
- Must be flexible in working hours to meet the needs of the organization
- The ability to work occasional evenings and weekends is required.
- Proactive, flexible and positive when presented with a new task or challenge
- Remain calm and think clearly in stressful situations
- Excellent computer skills with proficiency in Microsoft Office, Word, Excel, Outlook, and Access.

CONDITIONS OF EMPLOYMENT

- Satisfactory completion of a criminal record check including the vulnerable sector.
- Working hours are flexible depending on operational requirements. The ability to work occasional evenings and weekends is required.
- Must be fully vaccinated against Covid 19. (proof is required)