

Job Title	Second Cook	Classification	Grid Level 11
Department	Precinct Services	Position #	DR5004
Reports to	Executive Chef	Date Updated	January 2026

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Precinct Services department is responsible for a variety of services in support of the Legislative Precinct buildings and grounds. Primary services include long-term capital planning and infrastructure development, facilities and property management services, including maintenance, repair and cleaning of the Precinct buildings and grounds, and food services. Precinct Services is also responsible for the provision of oversight, training, and support to Legislative Assembly departments in the areas of procurement and contract management.

JOB SUMMARY

Reporting to the Executive Chef, the Second Cook prepares a wide variety of foods and menu items to the highest quality standards for the Parliamentary Dining Room and catered events. This role is also responsible for maintaining the kitchen health and safety standards, monitoring and recording inventory and ensuring work areas are clean and organized.

KEY RESPONSIBILITIES

- Reviews menus, determines food preparation requirements and performs preliminary food preparation to ensure food service for events and meal deadlines is efficient and meets service standards.
- Prepares a variety of entrées including breakfast, luncheon, dinner and items for catered events.
- Prepares desserts, pastries, beverages and related items.
- Performs meat cutting and apportions a variety of meat and game products.
- Cleans, fillets, cuts and/or apportions fish and other seafood.
- Prepares a variety of foods for the Grab n' Go kiosk operation.
- Requisitions, receives and stores food and beverage supplies and other food service items.
- Ensures all work areas, equipment and utensils are maintained and/or stored in a clean, tidy, sanitary and secure manner during and/or at the end of each shift.
- Receives goods and materials and reviews all invoices for accuracy and completeness.
- Assists with new employee orientation and training as required.

- In the absence of the Executive Chef and/or Sous Chef, is responsible for maintaining food service production; makes decisions to meet requirements of catered events and dining room service standards.
- Takes responsibility for maintaining a safe work environment, following safe work practices and procedures, and reporting potential hazards.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
Executive Financial Officer
Director, Precinct Services
General Manager, Parliamentary Dining Room
Executive Chef
Second Cook

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Certificate of trade qualification in cooking (Red Seal preferred), with a minimum of 5 years' cooking experience in a hotel, restaurant or private club facility, or an equivalent combination of education and experience.
- Completion of the British Columbia FOODSAFE Level 1 sanitation program for food handlers.
- Completion of a course in large volume cooking from a vocational school or institution preferred.
- Demonstrated experience with standard practices, methods and procedures of large volume food preparation and service, including bakery products and desserts.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of proper food handling and sanitation standards.
- Ability to train others in general cooking and kitchen work.
- Ability to estimate quantities and prepare foods with a minimum of waste.
- Ability to follow written and verbal instructions accurately.
- Ability to maintain cooperative and effective working relationships with others.
- Ability to perform the physical aspects of the work, standing, walking and lifting moderate weights.
- Ability to satisfy the shift requirements of the position.
- Ability to communicate in a courteous, professional and tactful manner.
- Ability to provide exceptional customer service.
- Ability to maintain professional and cooperative working relationships with others.
- Ability to work in a fast-paced environment.
- Ability to work flexible hours