

# Heritage Life Personal Care Home - Cook

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Prepares all meals as indicated on menus in accordance with production schedules, standard recipes, and safe food handling procedures.
- Ensures proper portion control and estimates quantities of food needed to meet menu requirements.
- Inspects and/or tastes food for quality
- Ensures the sanitary handling of dishes, food, equipment and cleanliness of related work areas.
- Prepares meals in accordance with therapeutic and texture modified diets
- Receives and verifies food and supply deliveries and ensures appropriate storage
- Reports the need for repairs and / or the replacement of equipment to the Cook II or Nutrition and Food Service Site Coordinator/Supervisor.
- Communicates all pertinent information to the Cook II or Nutrition and Food Service Manager / Site Coordinator/Supervisor in a timely manner
- Manages staff replacement and other scheduling duties in absence of Nutrition and Food Services Site Coordinator/Supervisor or Cook II.
- Demonstrates and promotes safety by practicing principles of body mechanics, electrical, chemical safety, Workplace Hazardous Materials Information System (WHMIS), thermal safety and accident prevention.
- Is responsible for the proper care and handling of all food processing equipment and cooking utensils.
- Attends and participates in department and site meetings and/or in-services as appropriate.
- Participates in quality improvement activities for both the Food Service Department and the Facility as appropriate.
- Maintains high standards of sanitation and safety in accordance with the established regulations
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned

## QUALIFICATIONS

### EDUCATION/CERTIFICATION:

- Grade 12 Education or equivalent
- Current Food Handler Training Certificate Level 1 or equivalent Food Sanitation course or be willing to acquire a Food Handler Training Certificate 1 in the first six (6) months of employment

### SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to work efficiently
- Demonstrated ability for attention to detail
- Demonstrated ability to work independently and as part of a team
- Demonstrated ability to maintain an organized work environment
- Demonstrated ability to promote safety by practicing principles of body mechanics, electrical, chemical safety Workplace Hazardous Materials Information System (WHMIS), thermal safety and accident prevention
- Demonstrated knowledge and understanding of therapeutic and texture modified diets

- Demonstrated knowledge of sanitary food handling principles and procedures
- Demonstrated ability to maintain a positive working relationship with all staff, residents, patients and clients
- Demonstrated ability to lift items up to 1-5 kg (2.2-11 lbs.) constantly, 6-11kg (13.2 – 24 lbs.) occasionally and 23 kg (50 lbs.) seldomly
- Demonstrated ability to follow verbal and written directions
- Demonstrated ability to handle chemicals and cleaning supplies as per defined procedures
- Demonstrated ability to communicate effectively with staff, health care professionals and co-workers, etc.
- Demonstrated ability to problem solve within the responsibilities of the position
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate

**WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions
- Work evenings and weekends per work rotation or as necessary