



POSITION DESCRIPTION

POSITION TITLE:	UNCERTIFIED COOK
DEPARTMENT:	FOOD SERVICES
CLASSIFICATION:	COOK - UNCERTIFIED
UNION:	MGEU - FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	FOOD SERVICES SUPERVISOR, MANAGER, SUPPORT SERVICES
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Manager, Support Services and Food Services Supervisor, the Uncertified Cook performs the assigned duties for the provision of regular, therapeutic and texture modified meals related to patients/ residents, staff, volunteers, Meals on Wheels, Supportive Housing, Adult Day, visitors, and catering and complies with standards, Policy and Procedures and Health regulations. These duties include preparation, serving, receiving and portion control of the food. Duties are performed while maintaining high standards of safety and sanitation. Courteous and effective customer service is a critical component of this position. The position of Uncertified Cook functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Advocates on behalf of the IERHA as a whole

- Compliance with PHIA and FIPPA legislation to ensure confidentiality is maintained in all matters pertaining to the Interlake - Eastern RHA, clients, family members and staff.
- Adherence to departmental and Interlake-Eastern RHA specific standards, policies and procedures.

Promotes safety and health in the workplace

- Follows the Safe Food Handling guidelines and food service standards.
- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines.
- Operates equipment according to established Safe Work Procedures.
- Uses appropriate safety devices and Personal Protective Equipment (PPE).
- Requisitions repairs for the kitchen equipment in conjunction with immediate supervisor.
- Safety and sanitation rules/ regulations are adhered to in all aspects of the food service operation. Awareness and practice of personal hygiene is mandatory (e.g. frequent hand washing, hair containment, etc.).
- Maintains standards of sanitation in the kitchen as per the Standards, Sanitation Code and Policy and Procedure Manual.
- Participates in the Quality Improvement Program.

Ensures effective communication within the department and organization

- Attends pertinent meetings/in-services.
- Attends to catering functions as required.
- Reports concerns to the Cook and/or Manager, Support Services.

Demonstrates professionalism within the Code of Conduct

- Demonstrates a positive and flexible attitude.
- Establishes and maintains positive relationships with co-workers, volunteers, patients/ residents and their families and all Interlake-Eastern RHA staff by displaying courtesy and tactfulness at all times.
- Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy.

Adheres to Food Service Standards, Policies, Safe Operating Procedures and Guidelines

- Keeps over production and food waste to a minimum, and ensures proper rotation, labeling, and storing of food in order to reduce food cost expense.
- Prepares all meals, including special diets, according to the menu, for all programs.
- Receives, properly stores and rotates products as required. Assists with product orders and places orders as required.
- Portions food and serves clients as required.
- Responsible for checking the Food Service Kardex to ensure meals are in compliance.
- Adheres to standardized recipes and portion control to maintain consistency and ensure standards are met.
- Performs basic kitchen duties including but not limited to: peeling and cutting fruits and vegetables, assisting with daily dish up, preparing breakfast and snacks.
- Performs cashier duties as required including proper cash handling, cashing out and meal ticket processes.
- Performs dishwashing, pot washing, cleaning and equipment maintenance tasks.

Actively participates in Human Resource Management

- Assists in the orientation of new workers.
- May be responsible for finding relief staff in the event the Scheduling department is unable to fill a short notice shift.
- Reports concerns to the Food Services Supervisor or Manager, Support Services.
- Pursuant to the Health System Governance and Accountability Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Minimum Grade 11 education required.
- Valid Food Handlers Certificate required (must be obtained within three (3) months of employment). Re-certification must be current and valid.

REQUIRED KNOWLEDGE:

- Knowledge in the areas of therapeutic diets and texture modification.

EXPERIENCE REQUIRED:

- Minimum of one year commercial food services experience, preferably in a health care setting and or experience in quantity cooking.
- Ability to operate required equipment.

SKILLS/COMPETENCIES:

- Must demonstrate good interpersonal and communication skills.
 - Ability to work in a team environment.
 - Ability to communicate effectively in oral and written English.
 - Ability to use time effectively.
 - Ability to perform physical and mental aspects of the position.
 - Valid Manitoba driver's license.
 - Mental and physical ability to meet the demands 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.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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Approved by: _____


Vice President/ CEO


November 27, 2025

Date
November 27, 2025

Reviewed by: _____
Vice President, Human Resources

Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.