



POSITION DESCRIPTION

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| POSITION TITLE: | ASSISTANT COOK |
| DEPARTMENT: | SUPPORT SERVICES |
| CLASSIFICATION: | SEE ATTACHED |
| UNION: | MGEU - FACILITY SUPPORT |
| STD. GRP. # | 22 |

REPORTING RELATIONSHIPS

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|------------------------------|---------------------------|
| POSITION REPORTS TO: | MANAGER, SUPPORT SERVICES |
| POSITIONS SUPERVISED: | NOT APPLICABLE |

POSITION SUMMARY

Under the direction of the Manager, Support Services and Cook, the Assistant 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 Assistant Cook functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Prepares all meals, including special diets, according to the menu, for all programs.

- Portions food and serves clients as required.
- Maintains standards of sanitation in the kitchen as per the Standards, Sanitation Code and Policy and Procedure Manual.
- Assists in the orientation of new workers.
- Requisitions repairs for the kitchen equipment in conjunction with immediate supervisor.
- Responsible for calling in relief staff in the absence of the Cook or Manager, Support Services.
- Performs dishwashing, pot washing, cleaning and equipment maintenance tasks.
- Adheres to standardized recipes and portion control to maintain consistency and ensure standards are met.
- 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.
- Performs cashier duties as required including proper cash handling, cashing out and meal ticket processes.
- Attends to catering functions as required.
- Reports concerns to the Cook or Manager, Support Services.
- Receives, properly stores and rotates products as required. Assists with product orders and places orders as required.
- Responsible for checking the Food Service Kardex to ensure meals are in compliance.
- Performs basic kitchen duties including but not limited to: peeling and cutting fruits and vegetables, assisting with daily dish up, preparing breakfast and snacks.
- 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.).
- 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 a positive and flexible attitude.
- 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.
- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines.
- Attends pertinent meetings/in-services.

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 six 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 three years 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 communicate effectively in oral and written English.
 - Ability to perform physical and mental aspects of the position.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - Stands and walks most of the time.
 - Transports meals/ food to various areas throughout the facility.
 - Ability to adapt to last minute changes.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: 2003
Date

Revised: August 2015
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

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.