



POSITION DESCRIPTION

POSITION TITLE:	COOK
DEPARTMENT:	SUPPORT SERVICES
CLASSIFICATION:	SEE ATTACHED
UNION:	MGEU - FACILITY SUPPORT
STD. GRP. #:	23

REPORTING RELATIONSHIPS

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

POSITION SUMMARY

Under the direction of the Manager, Support Services and Regional Food Services Dietitian, the Cook is responsible for the daily operation of the Food Services department including supervision of food service staff, preparation and service of appetizing food in accordance with standardized recipes, menu and diet requirements, sanitation, safety regulations, food service standards, cost controls, and staff assignments. The Cook provides a leadership role and uses sound decision making in the day to day operations including scheduling, ordering, cost and inventory controls. As a member of the food services team the Cook actively participates in the regional cooks meeting/ networking and is a liaison with other departments within the region. The position of 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:

- Communicates with department staff, individually and as a group to promote efficient functioning and high morale.

- Plans departmental meetings in conjunction with the Manager, Support Services.
- Attends interdepartmental meetings as required.
- Acts as a liaison with other departments within the region pertaining to special functions, catering and client care.
- Utilizes supervision for problem solving, clarification of assignment, and to identify training needs.
- Completes occurrence reports according to instructions within expected identified timelines.
- Maintains and promotes a harmonious relationship with all staff, customers and clients.
- Exercises judgment in the day to day operation of the department in areas pertaining to food allergy, menu change, staff shortage, product shortage, special functions. Includes communication of change, ensuring correct steps are taken for client safety, upholding the food services standards in accordance with written policies and procedures.
- 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.
- Demonstrates flexibility and is receptive to a team approach in problem solving and process improvements.
- Performs and carries out departmental month end duties for submission to position designated at the site.
- Participates in Quality Improvement, surveys and committee activities.
- Develops and implements production sheets in accordance to menu.
- Prepares meals according to established menu and standardized recipes.
- Orders groceries on-line considering cost and quality. Develops and implements ordering template.
- Plans cooking schedule in order that food will be prepared and cooked at specific times without compromising the finished product.
- Plans and prepares meals for special occasions and catering.
- As part of the regional Food Services team implements, reviews and offers input in the seasonal menus and staff cafeteria including specials.
- Develops cleaning schedule and makes necessary changes as needed.
- Washes dishes/ pots as required.
- Monitors and ensures the Safe Food Handling guidelines and food service standards are followed within the department.
- Visits patients/ residents as requested.
- Assists with staff assignments, including relief and short shift delegation, and work routines.
- Assists Manager, Support Services with staff scheduling.
- Reviews daily staff sheets and available shifts forms; responsible for faxing both to Centralized Scheduling for processing.
- Participates in the interview process, orientation and training of new employees.
- Participates in annual/ probationary Employee Performance Appraisals.
- Organizes the monthly Quality Improvement schedule and ensures compliance.
- Completes the following monthly reports; Quality Improvement summarizes, catering, patient count (AC only), NFA/OP's (AC only), etc.
- Supports and promotes the Social Model of Care in the Interlake-Eastern RHA Personal Care facilities.
- Complies, reviews, approves and processes weekly invoices. Contacts supplier regarding errors in product quality/pricing and ensures appropriate credit is received.

- Trains staff and ensures inventory counts are completed correctly. Reviews and corrects errors on the inventory usage sheets.
- 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.
- Completion of a recognized Institutional Cooking Course required or Red Seal.

REQUIRED KNOWLEDGE:

- Knowledge in the areas of therapeutic diets and texture modification.
- Computer skills in Microsoft Word, Excel and Outlook.

EXPERIENCE REQUIRED:

- Minimum three (3) years cooking in a commercial food services environment, preferably in a health care setting.
- Three (3) years' experience in a supervisory role.
- 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 mental and physical 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 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.

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.

Created: _____
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.