



POSITION DESCRIPTION

POSITION TITLE:	ADULT DAY PROGRAM COOK
DEPARTMENT:	SENIOR SUPPORTS, HOMECARE
CLASSIFICATION:	COOK – ADULT DAY PROGRAM
UNION:	MGEU – FACILITY SUPPORT
STD GRP. #	23

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	SERVICES TO SENIORS COORDINATOR
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Adult Day Program Cook is a member of the health care team working under the general direction of the Services to Seniors Coordinator, while demonstrating a commitment to service excellence and continuous quality improvement to the mission, vision, and values of the Interlake-Eastern Regional Health Authority. The Adult Day Program (ADP) Cook, in consultation with the Services to Seniors Coordinator is responsible for the daily operation of food services including preparation and service of appetizing food, to meet the nutritional needs of the Adult Day Program participants. Primary responsibilities are menu development using seasonal foods, ordering/purchasing groceries and kitchen supplies using sound fiscal management; perform inventory counts to avoid food waste, ensure safe food handling procedures and promote workplace safety.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Developing seasonal menus.
- 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.

- Orders groceries considering cost and quality.
- Maintains accurate inventory records.
- 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.
- 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.
- Monitors and ensures the Safe Food Handling guidelines and food service standards are followed.
- Develops cleaning schedule.
- Washes dishes/pots as required.
- Complies, reviews, reconciles and checks for accuracy before submitting department invoices. Contacts supplier regarding errors in product quality/pricing and ensures appropriate credit is received.
- Performs necessary administrative duties and carries out departmental monthly reports; such as month end stats and budget reconciliation.
- Maintains and promotes a harmonious relationship with all staff, clients and volunteers.
- Completes occurrence reports according to instructions within expected identified timelines.
- Demonstrates flexibility and is receptive to a team approach in problem solving and process improvements.
- Participates in Quality Improvement incentives.
- Establishes and maintains positive relationships with co-workers, volunteers, clients 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, volunteers 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.
- Pursuant to the Regional Health Authority 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 any other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Minimum Grade 12 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 or Red Seal preferred.

REQUIRED KNOWLEDGE:

- Knowledge in the areas of therapeutic diets.

EXPERIENCE REQUIRED:

- Minimum three (3) years cooking in a commercial food services environment, preferably in a health care setting.
- Ability to operate required equipment.
- Computer skills in Microsoft Word, Excel, and Outlook.

SKILLS/COMPETENCIES:

- Commitment to continuing self-development and continuous quality improvement.
- Must demonstrate good interpersonal and communication skills.
- Possess good oral and written communication skills.
- Ability to satisfactorily maintain a high standard of service and cleanliness.
- Ability to foster and maintain positive working relationships.
- 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.

WORK CONDITIONS

- Stands and walks most of the time.
- Ability to operate food Service equipment.
- Ability to adapt to late minute changes.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

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. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
December 2022
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, 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 position 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.