

# Eastholme – Home for the Aged

## JOB DESCRIPTION



|  |   |
|--|---|
| <b>Position Title:</b><br>Cook   | <b>Reports to (Direct):</b><br>Manager, Food & Nutrition        |
| <b>Department:</b><br>Food & Nutrition   | <b>Classification:</b><br>CUPE                                  |
| <b>Hours per Week (regularly scheduled hours):</b><br>40 hours per week – Full-time<br>Less than 30 hours per week – Part-time | <b>Schedule:</b><br>Days, Evenings, Nights - including weekends |
| <b>Effective Date:</b><br>April 2023   | <b>Revision Date:</b><br>January 2020                           |

### Position Synopsis and Purpose

(An overview of the job and how it connects to the big picture)

Under the direction of the Manager, Food & Nutrition, the Cook is responsible for preparing high quality meals to meet the nutritional needs/restrictions of Eastholme's residents and guests, while maintaining the relevant health, hygiene, and safety standards. The Cook will also prepare and cook all food and meals for the Community Meals on Wheels program. In the Manager's absence, this job will take direction from the Assistant Dietary Manager, or another assigned Manager.

The Cook will bring ideas to the management team for new recipes that will provide delicious and inviting meals and snacks to the residents as well as meet their dietary needs/restrictions as outlined by the Physicians or Dietitian. The Cook is also expected to lead other dietary team members in providing an exceptional resident-centered dining experience.

### Major Responsibilities (include but are not limited to):

(What does this job do and how is the time allocated)

All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

- Prepare/cook all food and meals for residents and residents' guests and the Meals on Wheels Community Program, in specified quantities of high quality, in compliance with the standards, policies and practices of the Home and governing legislation and regulations.
- Complete food storage duties including, monitoring, and recording daily temperatures of food.
- Serve meals to residents and guests/visitors at stated times.
- Maintain the cleanliness of all kitchen/dietary work areas, which includes cleaning all equipment and work areas used in food preparation.
- Assist in developing and standardizing new recipes.
- Reschedule staff when required.
- Receive and store goods as assigned.
- Work, communicate and co-operate satisfactorily with residents, staff, and others.
- Show others how to perform tasks and duties.
- Attend in-service and Staff Development Programs and Dietary staff meetings.
- Comply with the Fire, Health and Safety Regulations and attain proficiency in the methods of sounding the fire alarm, fire evacuation procedures, proper use of fire extinguishing equipment, and other procedures designed to ensure the security and protection of the residents of the Home.
- In the event of an emergency perform other duties as may be assigned.

- Work in compliance with the Occupational Health & Safety Act, practicing and promoting safe working habits, performing duties in a safe manner and follow all relevant policies, procedures, and legislation. This shall include wearing appropriate PPE as required.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other related duties as required.

**Skills, Experience and Qualifications:**

(What an applicant is expected to bring to the role in terms of Education (Degree/ diploma/ certifications), Experience, Knowledge, Skill, and Ability)

- Ontario Secondary School Diploma required.
- Completion of one of the following:
  - A. A chef training or culinary management diploma or certificate, granted by an established college or by an approved registered private career college.
  - B. A diploma or certificate granted in another jurisdiction and a set of skills that, in the reasonable opinion of the Home, is equivalent to those that the Home would expect of a person who has a diploma or certificate as set out in A (above)
  - C. A certificate of qualification as a Cook issued by the Director of Apprenticeship under the Apprenticeship and Certification Act, 1998, or after Part III of the Ontario College of trades and Apprenticeship Act, 2009 comes into force, by the Registrar of the College under that Act; or
  - D. A post-secondary diploma in food and nutrition management or a post-secondary degree in food and nutrition.
- Red Seal would be considered an asset.
- Completion of a Food Service Worker program at an approved college providing recognized programs
- Valid certificate of Food Handler Training Program
- Good understanding of food preparation and ability to prepare/cook food and meals of high quality in compliance with the standards, policies and practices of the Home and Ministry.
- Knowledge of safe use of dietary equipment and cleaning chemicals.
- Ability to meet the physical and mental demands of the job.
- Solid command of the English language (speak, read, write and comprehend)
- Understanding, compassion, patience and friendly personality which will assist in working in a long-term care home and providing services for the residents.
- Prepared to work, communicate, and co-operate satisfactorily with residents, staff, and others.
- Proven ability to follow an established work procedure/ schedule and complete all assigned tasks within the timelines as set out, with minimal supervision.
- Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one.
- Must be willing to obtain any, and all, vaccinations that may be mandated by the MOHLTC.
- Ability to work any of the scheduled shifts (Days, Evenings, Nights) - including weekends – shift times may be revised to meet operational needs.

## Position Classification

(Where this position fits with the rest of the organization – Organizational Chart with up/down reporting relationships)

