



COOK FAIRMOUNT HOME

POSITION SUMMARY

The Cook oversees and coordinates the preparation and provision of nutritional meals and snacks for the residents of Fairmount Home according to all appropriate regulations and standards including the Long Term Care Homes Act. The Cook will carry out the duties in alignment to the organization's mission, vision and values, and work to further its priorities.

SUPERVISION RECEIVED

Works under the supervision of the Manager of Food Services or assigned alternate.

CORE COMPETENCIES

- Demonstrates the core Corporate competencies: Professionalism, Respect and Integrity; Client Service Orientation; Accountability, Commitment and Perseverance; Communication; Innovation/Process Improvement; and Teamwork
- Demonstrates the core Department competencies: Gentlecare™ Philosophy

KEY RESPONSIBILITIES AND ROLE EXPECTATIONS

- Ensures meals are prepared and served according to Hazard Analysis and Critical Control Points (HACCP) system
- Ensures kitchen is clean; equipment and food preparation areas are sanitized daily following HACCP guidelines
- Prepares and serves food in accordance with sanitary regulations and departmental procedures
- Prepares food for consumption in accordance with menu requirements and individual resident requirements
- Supervises, organizes and prepares all items required for catering requests according to specifications
- Orders bread products, dairy products and produce according to menu requirements
- Directs and provides guidance to Dietary Aides in the performance of operational duties, in collaboration with the Manager of Food Services
- Directs and supervises the serving of food and the performance of operational procedures by Dietary Aides
- Communicates in a timely manner with Manager of Food Services on operational matters requiring immediate attention or follow up

Health & Safety

- Protects own health and safety and the safety of others by adopting safe work practices, wearing the applicable personal protective equipment (PPE), reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety
- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act

Other Duties

- Completes other duties as assigned

The foregoing description reflects the general responsibilities and expectations necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification

EDUCATION AND EXPERIENCE:

- Chef's training or equivalent post-secondary certificate/diploma in culinary management or equivalent, as required by the Long Term Care Homes Act
- Three (3) years of experience in dietary services in an industrial or similar setting

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated understanding and commitment to the Gentlecare™ philosophy
- Demonstrated understanding, acceptance and commitment to promoting the Home's mission, vision and values
- Demonstrated working knowledge of mechanically altered and therapeutic diets
- Demonstrated knowledge of all legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting the department
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/residents
- Demonstrated strong communication skills, both written and verbal and ability to communicate information to a diverse audience base
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated commitment to client-centered service/care
- Demonstrated respect for individual differences and competencies
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Proven willingness to learn and acquire new information and skills
- Ability to problem solve using factual information


- Basic computer proficiency using Microsoft Office Suite of products including Outlook and the ability to use other software applications applicable to the position (e.g. scheduling, ordering/inventory management)
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgement
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Satisfactory Criminal Reference Check and Vulnerable Sector Screen
- Demonstrated ability to meet the physical demands of the position

WORKING CONDITIONS:

- Standing or walking for extended periods during a shift
- Ability to lift up to 25 pounds
- Bending, lifting, reaching required
- Possible exposure to heat/cold temperatures
- Possible exposure to noise
- Possible exposure to dirt/dust
- Required to work day, evening and/or night shifts

COMPENSATION:

- Probationary period as per applicable Collective Agreement
- Compensation and benefits as per the Collective Agreement

Manager Signature:	
Date:	February 22, 2018

