

- Reports the need for repairs and/or the replacement of equipment to the Site Coordinator or Supervisor - Nutrition & Food Services or Cook II.
- Communicates all pertinent information to the Manager - Nutrition & Food Services, Site Coordinator or Supervisor - Nutrition & Food Services or Cook II in a timely manner.
- In the absence of Site Coordinator or Supervisor – Nutrition & Food Services or Cook II, the Cook I supervises and instructs the Dietary Aides on all matters related to food preparation and delivery of meals, snacks and catering.
- Manages staff replacement and other scheduling duties in absence of the Site Coordinator or Supervisor – Nutrition & Food Services or Cook II.
- Conducts inventory and maintains necessary food/chemical/paper stock. *(In smaller facilities where a Site Coordinator or Supervisor – Nutrition & Food Services or Cook II is not present).*
- Receives and checks food and supply deliveries and ensure they are stored appropriately. *(In smaller facilities where a Site Coordinator or Supervisor – Nutrition & Food Services or Cook II is not present).*
- Demonstrates and promotes safety by practicing principles of body mechanics, electrical, chemical safety, Workplace Hazardous Materials Information System (WHMIS), thermalsafety and accident prevention.
- Is responsible for the proper care and handling of all food processing equipment and cooking utensils.
- Attends and participates in department and site meetings and/or in-services as appropriate.
- Participates in quality improvement activities for both the Food Services Department and the Facility as appropriate.
- Communicates effectively and fosters a positive working environment as a member of the health care team.
- Works harmoniously within a multidisciplinary team and collaborates with other departments and service providers in keeping with the requirements.
- Maintains high standards of sanitation and safety in accordance with the established regulations.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Provides prudent safety measures in all aspects of food production and service.
2. Nutrition & Food Services Audits are conducted as scheduled and action plans are completed.
3. Standardized recipes are followed and portioned correctly.
4. Therapeutic and modified texture menu is prepared and followed accurately.
5. Provides safe and prudent handling of food and supply inventories, including leftover quantities.

6. Provides direction to staff in absence of Cook II to ensure optimum operational efficiency of the department and day to day routines are completed.
 7. Catering is prepared accurately and delivered on time.
 8. Practices and adheres to appropriate hand hygiene procedures as per infection prevention control policy.
 9. Completes tasks accurately, consistently, and in a timely and efficient manner.
 10. Ability to perform the job physically – lifting, pushing carts as per the physical demands analysis.
 11. Ability to balance the cash register/box.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 Education or equivalent.
- Current Food Handler Training Certificate Level 1 or equivalent Food Sanitation course.

KNOWLEDGE REQUIRED:

- Proficiency in Microsoft Office applications and Outlook/Email.
- Knowledge of therapeutic and modified food textures.
- Knowledge of sanitary food handling principles and procedures.
- Knowledge of operations of a kitchen, how to organize and cook food for patients/residents in a health care setting.

For position located in Sites that use an Electronic Menu Management System, please include the following qualification.

- Knowledge and understanding of Electronic Menu Management Information System (EMMIS).

EXPERIENCE REQUIRED:

- Minimum one (1) year full time health care food service experience or institutional cooking experience.
- Other suitable combinations of education and experience may be considered.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to work efficiently.
- Demonstrated ability for attention to detail.
- Demonstrated ability to maintain an organized work environment.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to communicate effectively with staff, health care professionals and co-workers, etc.
- Demonstrated ability to maintain a positive working relationship with all staff, residents, patients and clients.
- Demonstrated ability to follow verbal and written directions.
- Demonstrated ability to handle chemicals and cleaning supplies as per defined procedures.
- Demonstrated ability to problem solve within the responsibilities of the position.
- Demonstrated competency in cash management.

- Demonstrated ability to promote safety by practicing principles of body mechanics, electrical, chemical safety Workplace Hazardous Materials Information System (WHMIS), thermal safety and accident prevention.
 - Demonstrated ability to lift items up to 1-5 kg (2.2-11 lbs) constantly, 6-11kg (13.2 – 24 lbs) occasionally and 23 kg (50 lbs) seldomly.
 - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
 - Demonstrated ability to meet the physical and mental demands of the job.
 - Good work and attendance record.
 - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
 - All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
 - Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as per work rotation or as necessary.
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SALARY SCALE:

As per CUPE Facility Support Collective Agreement Salary Scale.

Job 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.