



## **North Eastman Health Association Inc.**

*Association de Santé du Nord Est Inc.*

### **Job Description**

#### **Adult Day Program Cook & Volunteer Cook Coordinator**

#### **POSITION SUMMARY:**

The Adult Day Program Cook and Volunteer Cook Coordinator is a member of the Community Health Care Team, demonstrating a commitment to service excellence, continuous quality improvement and to the Mission, Vision, Values and Management Philosophy of North Eastman Health Association Inc. The Adult Day Volunteer Coordinator is responsible for implementing volunteer cook services with safe and effective volunteer performance. The Adult Day Program Cook and Volunteer Cook Coordinator functions effectively in a dynamic and ever changing health care team environment. The Adult Day Program Cook and Volunteer Cook Coordinator prepares meals; supervises and participates in the service of food; orders/ purchases groceries/ supplies; performs inventory counts; ensures safe food handling procedures and promotes workplace safety.

**REPORTS TO:** Services to Seniors Specialist

**UNION:** MGEU – Facility Support

**Std Grp.** 23

#### **QUALIFICATIONS:**

1. Education and Experience
  - Completion of a Food Safe Sanitation Program for Food Handlers Course.
  - Completion of grade XI or equivalent is essential.
  - Previous related experience managing/ supervising/ working with community volunteer cooks.
  - Minimum two years related experience preferred.
  - Knowledge of equipment necessary in quantity food preparation.
  - Ability to meet the physical demands of the job.
2. Knowledge, Skills and Abilities
  - Demonstrate understanding of the roles and responsibilities of volunteers within the Adult Day meal program.
  - Ability to direct an efficient and coordinated team of Volunteer cooks.
  - Commitment to continuing self-development and continuous quality improvement.
  - Ability to foster and maintain positive working relationships.
  - Ability to work with minimal supervision.

- Possesses good oral and written communication skills.
- Computer experience in word processing and excel would be an asset.
- Ability to prepare a variety of foods acceptable to and enjoyed by all.
- Ability to satisfactorily maintain a high standard of service and cleanliness.
- Ability to keep client matters strictly confidential and exercise courtesy and cooperation towards clients/ coworkers/ visitors and other staff
- Supply own car and have a valid driver's license

**POSITION DUTIES AND RESPONSIBILITIES:**

- Recruit, interview and orient volunteer cooks.
- Develop and maintain job descriptions for volunteer cooks.
- Identify skills required by volunteer cooks to provide services.
- Place volunteers, coordinate and assign work, based on Adult Day meal program need and volunteer interest.
- Identify and arrange training for volunteer cooks.
- Schedule volunteer cooks.
- Monitor volunteer cook's performance and attain feedback to assure satisfaction.
- Ensure recognition for efforts of volunteer cooks.
- Consult with community dieticians to assist in menu planning/ food nutrition/ portion control.
- Ensure that volunteer cooks are knowledgeable regarding safe food handling practices, and ensures Safe Food Handling within the department
- Ensures that volunteer cooks are knowledgeable regarding proper use, storage and handling of equipment and hazardous materials and remain current with regard to WHMIS requirements.
- Participates in implementation of risk management program.
- Purchase, order and store program supplies within allocated resources.
- Maintain a clean work environment according to recommendations/ guidelines and arrange a public health inspection on an annual basis.
- Maintains the required standards of the department, and upholds and abides by the region's policies and procedures.
- Ensures Safe Food Handling within the department.
- Washes dishes/ pots.
- Actively participates in the Quality Improvement program.
- Knowledgeable in the regions therapeutic diets.
- As a team member, takes an active role in the harmonious functioning of the department and facility.
- In the absence of the Services to Seniors Specialist, makes decisions on issues that may arise in the course of normal Food Service activities and that are in accordance with written policies and procedures.
- Attends pertinent meetings.
- Performs inventory counts.

- Performs any other duties as are necessary and/ or assigned.

**SPECIAL DEMANDS:**

- Stands and walks most of the time.
- Ability to operate food Service equipment
- Courtesy and tact in dealing with clients, staff and visitors
- Ability to adapt to lat minute changes.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Director/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Director, Human Resources Services Date

**NOTE: Original Signed and Dated November 26, 2007**