



## North Eastman Health Association Inc.

### Job Description

### Cook

#### **POSITION SUMMARY:**

The position of Cook is responsible for the preparation and service of appetizing food in accordance with standardized recipes, menu and diet requirements, sanitation, safety regulations and food service standards. The Cook provides a leadership role and uses sound decision making in the day to day operations including scheduling, ordering, cost and inventory controls. As a member of the foodservices team the Cook actively participates in the regional cooks meeting/ networking and is a liaison with other departments within the region.

The position functions in a manner consistent with and supports the Mission, Vision, Values & Guiding Principles of the North Eastman Health Association.

**Reports To:** Food Housekeeping Laundry Manager/ Director

**Location:** Various sites throughout the region

**Supervises:** Dietary Aides

**Union:** MGEU – Facility Support

**Std Grp.** 23

#### **QUALIFICATIONS:**

##### **Education and Experiences**

- Completion of grade XI or equivalent is essential.
- Minimum 5 years experience as a cook or assistant cook in a health care facility or other large institution or Cooks training certificate with 3 years experience supervising in a large kitchen environment.
- Computer skills in Microsoft Word, Excel and Outlook.
- Certificate in Safe Food Handling (or it must be obtained during probationary period).

##### **Knowledge, Skills and Abilities**

- Ability to follow written and oral instructions.
- Demonstrated ability to perform in a supervisory role.
- Ability to maintain positive working relationships.
- Ability to meet the physical and mental demands of the job.
- Knowledgeable in the areas of therapeutic diets and texture modification.
- Knowledge of equipment necessary in quantity food preparation.
- Completion of a recognized Food Service Supervisor course is preferred.

#### **POSITION DUTIES AND RESPONSIBILITIES:**

- Promotes the mission, vision and values of the NEHA.

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- Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), NEHA policies and any other applicable legislation.
  - Supports and promotes the Social Model of Care in the NEHA Long Term Care facilities.
  - Communicates with department staff, individually and as a group to promote efficient functioning and high morale.
  - Plans departmental meetings in conjunction with the Food, Housekeeping and Laundry Manager/Director.
  - Attends interdepartmental meetings as required.
  - Is a liaison with other departments within the region pertaining to special functions, catering and client care.
  - Utilizes supervision for problem solving, clarification of assignment, and to identify training needs.
  - Completes Occurrence reports according to instructions within expected identified timelines.
  - Maintain and promote a harmonious relationship with all staff, customers and clients.
  - 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.
  - Demonstrate flexibility and be receptive to a team approach in problem solving and process improvements.
  - Participates in Quality Improvement, surveys and committee activities.
  - Develops and implements production sheets in accordance to menu.
  - Prepares meals according to established menu and standardized recipes.
  - Orders groceries on-line considering cost and quality. Develops and implements ordering template.
  - 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 and catering.
  - As part of the regional Food Services team implements, reviews and offers input in the seasonal menus and staff cafeteria including specials.
  - Develops cleaning schedule and makes necessary changes as needed.
  - Washes dishes/ pots as required.
  - Monitors and ensures the Safe Food Handling guidelines and food service standards are followed within the department.
  - Visits patients/ residents as requested.
  - Responsible for short notice shift replacement and redistribution of duties as required.
  - Assists Manager/Director with staff scheduling.
  - Reviews daily staff sheets and available shifts forms; responsible for faxing both to Centralized Scheduling for processing.
  - Participates in the interview process, orientation and training of new employees.
  - Participates in annual/ probationary Employee Performance Appraisals.
  - Organizes the monthly Quality Improvement schedule and ensures compliance.
  - Completes the following monthly reports; Quality Improvement summarizes, catering, patient count (AC only), NFA's (AC only), etc.
  - Complies, reviews and approves weekly invoices and faxes to the Support Services Clerk for processing. Contacts supplier regarding errors in product quality/pricing and ensures appropriate credit is received.

- Trains staff and ensures inventory counts are completed correctly. Reviews and corrects errors on the inventory usage sheets.
- Other related duties as assigned.

**Workplace Safety and Health**

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines, WHMIS and safe work procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illness.
- 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.
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**Patient Safety**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Revised: April 23, 2010  
Date

Approved by: \_\_\_\_\_ Date  
Director of Food, Housekeeping  
& Laundry Services

Approved by: \_\_\_\_\_ Date  
VP – Finance and Support Services

Reviewed by: \_\_\_\_\_ Date  
Director of Human Resources