



JOB DESCRIPTION

Job Title: Cook	Department: Food Services	Division: Miramichi Lodge	Reports to: Food Services Supervisor
Revision Date: November 2007	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Under the direction of the Food Service Supervisor or designate, is responsible for the production of high quality food in a sanitary environment. Consistent with the mission and philosophy of Miramichi Lodge, contributes to the efficient operation of the Dietary department within an interdisciplinary resident-focused team.

Qualifications:

- Grade 12 graduate or equivalent combination of education and experience
- Certificate - Level "Cook 1" (Junior Cook) course recognized by the Canadian Society of Nutrition Management
- Certificate - Food Service Worker program, as approved by the Ministry of Training, Colleges and Universities and recognized by the Ministry of Health and Long-Term Care OR Diploma - Cook/Chef course from an established college or have attained Interprovincial Standards Red Seal Program status or an equivalent program as determined by the employer
- Food safety awareness program, as approved by a Public Health Unit, Certificate
- Experience in Long Term Care setting preferred
- Excellent organizational and oral/ written communication skills in English with an ability to direct staff and work with others in a team work environment
- Physically capable of performing assigned duties within a flexible work schedule inside a 24 hour a day, 7 day a week operation
- Demonstrated regular attendance in keeping with the County Attendance Support Program
- Ability to meet and maintain health requirement standards of the Home as per Long Term Care Legislation

Position Responsibilities:

Facilitates the ongoing operation of the dietary department through the completion of the following duties:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew.
2. Participates with the dietary planning team to plan resident – focused menus.



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3. Monitors, assesses, orders and receives departmental supplies required to efficiently prepare and deliver food service.
4. Prepares food, which provides high nutritive value, flavour, colour, texture and appearance following standardized recipes. Ensures that food is ready to be served at required times.
5. Portions food to meet the resident dietary requirements.
6. Assesses and adjusts on an ongoing basis the palatability and portions to meet the goals and objectives of the department.
7. Demonstrates initiative to meet resident needs consistent with team approach by;
 - participating in establishing and maintaining a home-like environment including the dining experience,
 - participating in special theme dinners,
 - responding to and assisting any employee in need of help,
 - participating in interdisciplinary committee work as required, and
 - demonstrating ability to respond positively to last minute changes that may occur.
8. Participates in continuous quality improvement of the department by;
 - testing and organizing recipes,
 - providing constructive ideas and solutions to problems and challenges,
 - prudent use of resources,
 - waste control,
 - appropriate use of leftovers;
 - reporting to supervisor abnormal use of supplies, and
 - participating in continuing education, relevant to LTC, to ensure skills and abilities are maintained and enhanced
9. Creates a facility wide environment that protects the confidentiality of resident, staff, and activities of Miramichi Lodge.
10. Directs the activities of dietary aides in the absence of supervisory staff to assure continued high quality and efficient service is provided to the resident.
11. Protects own health and health of others by adopting safe work practices, 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.

The foregoing description reflects the general duties 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.