



Title: **COOK**

Department/s: **Nutrition Services**

Approved By: **Director of Operational Services**

Date Approved: **Mar 12 1988**

Date Revised: **Dec 19 2000**

Policy Number: *

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POSITION SUMMARY

The Cook position is responsible for preparation of daily meals for the residents of Fairhaven in a safe and sanitary manner. They also assume responsibility for decisions regarding menu changes or meal processing, and are responsible for the continued supervision and monitoring of the performance of other food service personnel in collaboration with the Manager of Nutrition Services.

RESPONSIBILITIES

1. Prepare daily meals for residents of Fairhaven following approved production schedules and approved recipes.
2. Assume responsibility for decisions regarding menu changes or meal processing as required, in the absence of the Manager of Nutrition Services and/or the Food Service Supervisor.
3. Assist Human Resources Scheduler or designate in scheduling issues as required, in the absence of the Manager of Nutrition Services.
4. Ensure the availability and preparation of adequate amounts and types of food.
5. Ensure all safety and sanitary aspects of food preparation and production are followed.
6. Ensure all quality audits are completed as required by the department.
7. Supervise and monitor other food service personnel in the absence of the Manager of Nutrition Services.
8. Maintains a positive and harmonious relationship with all members of the Fairhaven community.

9. Participates in Fairhaven's WHMIS program.
10. Participates in Fairhaven's Health and Safety program.
11. Participates in in-service education as required.
12. Implements preventative infection control measures.
13. Ensures that all activities are carried out in a manner to reduce risk of injury to resident and staff.
14. Participate in Fairhaven's TQS program.
15. Participates in other work-related duties as outlined by his/her manager.

REPORTING RELATIONSHIP

The Cook position reports directly to the Manager of Nutrition Services, Food Service Supervisor and in his/her absence to the Director of Operational Services.

REVIEW AND EVALUATION

A written performance appraisal will be completed by the Manager of Nutrition Services prior to the end of the incumbent's probationary period, and bi-annually thereafter.

If a need is evident, an appraisal will be done more frequently.

QUALIFICATIONS

- Minimum Cook Level I qualification as recognized by the Ministry of College and University or Ministry of Education.
- Three to five years experience in therapeutic and bulk food preparation and presentation.
- Experience in making decisions involving menu changes.
- Experience in giving instructions to other food handlers involving food preparation and handling.
- Ability to supervise and monitor the performance of other food service workers.
- Ability to exercise judgement in determining when food is properly cooked and ready for serving.
- Ability to maintain all food service production equipment in the kitchen within safety and sanitation standards.
- Experience working with a long-term care population.
- Ability to work with minimum supervision.
- Interest in continued education to update skills and knowledge.
- Able to fulfil the physical demands of the position