

Job Description: Cook

Pinecrest Nursing Home

Disclaimer: Any PRINTED version of this document is only accurate up to the date of printing. Always refer to the electronic version of the Policies, Procedures and Processes for the most current versions of the documents in effect.

Subject: Cook Job Description

Job Summary:

The cook is responsible for the preparation and delivery of all foods for our Residents under the direction and supervision of the Food Service Supervisor or delegate. The cook is a member of the Resident Care team following established Home policies and procedures and appropriate legislation. Is responsible to the Food Service Supervisor.

Major Duties And Responsibilities:

- Preparation and service of all food in sufficient quantities to cover all service requirements following therapeutic diets according to planned menus.
- Review menus and production sheets before preparing meals and nourishments and prepare and serve them properly and attractively
- Assist in converting recipes to different quantities and preparing, following daily production requirements
- Follow the principles of hygiene and safe food handling as a means of minimizing the risk of contamination of food, preparation and service areas.
- In consultation with FSS, make menu substitutions as necessary and record in designated places. Meet time schedule for service of meals and nourishments
- Date, label and store food properly
- Knowledge of the operation and care of dietary equipment.
- Adheres to policies and procedures in effect within the home.
- Undertakes and completes all assigned tasks within established time frames in a competent manner. Completes dietary audits as required.
- Responsible for general supervision of the dietary department when the Food Service Supervisor is absent.
- Participate actively in planning/preparing special occasion and theme meal days
- Familiar with the daily operations of the Dietary Department as outlined within department policies and procedures.
- Report dietary concerns to Food Service Supervisor for follow-up.
- Attend scheduled in services and meetings as required.
- Daily, review communication book and posted memos.

Resident Health and Safety

Adhere to Pinecrest Nursing Home Resident safety procedures including verification and checking procedures as well as infection control and prevention procedures. Maintain open lines of communication with Residents, family members, supervisor and fellow staff to maintain highest quality level for resident safety. Report Resident safety incidents and suggest improvements to supervisor.

Staff Health and Safety

Adhere to Occupational Health and Safety Act and Pinecrest policies and procedures including wearing of the required personal protective equipment. Report all hazards, incidents or hazardous conditions to immediate supervisor. Attend and participate in required health and safety training.

Attendance Statement

Regular and reliable attendance is required of every employee of Pinecrest Nursing Home. Each staff is responsible for maintaining a safe and healthy lifestyle to support the highest level of attendance at work. Any absence from work will be reported immediately.

Skills And Knowledge Required:

- Must successfully completed chef training or a culinary management diploma or qualifications as identified under Ontario Long Term Care Homes Act, 2007 and Regulations 79/10 76(2)
- Must maintain up to date certification in the Food Safety Awareness Program offered by Public Health
- Must have experience in large quantity food preparation, preferably in health care or long term care setting.
- Must be able to read and write and accurately follow written and verbal instructions
- Computer skills essential
- Able to complete repetitive tasks.
- Able to work and communicate effectively with seniors and individuals with physical and cognitive impairment.
- Ability to exercise judgment and initiative in preparing food.
- Ability to supervise and work cooperatively with others.

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 position

Apply to Sylvia Norris, Food Service Supervisor

snorris@pinecrestnh.ca

705-738-2366

