

POSITION DESCRIPTION

PART I

IDENTIFYING DATA

09-OG-01

Position No:	New	Department:	Health & Social Services
Title:	Cook	Branch/Unit	Continuing Care/Food Service
Incumbent:	Vacant	Location:	Whitehorse, Yukon
Supervisor's Name:	Russ Carpenter	Date:	October 11, 2000
Supervisor's PD#:	15-176		

PART II

SUMMARY (broad statement of why position exists)

Reporting to the Cook Supervisor, this position is responsible for the provision of food services to the residents and staff in Continuing Care facilities; including the preparation, cooking, and serving of meals, while maintaining a high standard of sanitation and safety in the kitchen and other related duties as required.

A. Duties and Responsibilities

1. Major function - the single most important activity or responsibility required (describe what is done, why it is done, and how it is done):

(a) Preparing and serving meals and snacks by:

- ensuring nutrition, presentation, appropriate diet, cultural and food preferences, correct portions
- deboning meat and filleting fish
- cooking food by a variety of methods (i.e. steam, bake, grill, boiling etc.)
- preparing and portioning nutritious and attractive meals and snacks according to Canada Food Guide and direction from the nursing and therapy staff (ie puree, ground)
- ensuring that resident preferences are considered in serving meals
- preparing Meals-On-Wheels and packaging for delivery;
- ensuring that the menu is adapted to meet all special and therapeutic needs of individual residents
- assisting Cook Supervisor in maintaining the resident's individual health profiles (i.e. likes / dislikes, allergies etc.)
- ensuring they are served in a timely manner;
- serving meals and snacks at appropriate times.
- cleaning kitchen equipment and area immediately following preparation of meals.
- assisting kitchen helper with serving and clean-up (washing dishes, pots and pans)

(b) Maintaining kitchen area by:

- counting inventories monthly and checking inventories daily;
- ensuring stock turnover is appropriate to scheduled procedure
- keeping accurate records i.e. number of meals served, fridge, freezer temperature
- ensuring proper use and maintenance of equipment - reporting defective equipment
- doing weekly grocery shopping for food supplies and placing weekly phone/fax orders

Approximate percentage of job time major function is performed: 75%

2. Other principal activities (describing for each what, why and how and approximate percentage of job time required to nearest 5%, e.g. 20%):

(a) Maintains a clean, safe and tidy food service environment to ensure acceptable standards of hygiene, sanitation and safety by:

- following proper cleaning procedures as per schedule.
- storing and handling food properly;
- cleaning and disinfecting equipment and supplies;
- disposing wastes to ensure the prevention of food contamination;
- maintaining personal hygiene to standards of facility.

Approximate percentage of job time: 20%

3. Examples of additional activities which may be performed from time to time:

- attending in-services and meetings as required
- providing guidance and feedback to kitchen helpers on shift;
- preparing and fulfilling food requests for special events

Approximate percentage of job time: 5%

4. Approximately how long will it take to reach full working level?

- Two months.

B. Problem-solving and Decision-making

1. a) List any Acts, regulations and/or policies/procedures with which the incumbent must be fully familiar in order to perform the position's functions: (e.g. Motor Vehicle Act, Business Corporations Act):

- National Sanitation Code (applicable sections);
- Canada Food Guide Protocol
- Food Services Procedure Manual
- Food Safe Protocols
- Continuing Care Policy & Procedures Manual
- WHMIS regulations (applicable sections)
- Occupational Health and Safety Regulations (applicable sections)
- Fire and Safety procedures

- b) **Is the position responsible for interpreting, administering or enforcing any of the above? If yes, explain.**
- Responsible for adhering to the above.
2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**
- recommends changes and discrepancies to food orders, and equipment requirements to the Cook Supervisor or Administrator.
 - recommends need for repairs or maintenance of equipment to Cook Supervisor or Administrator.
- (b) **Who normally makes the final decisions with respect to those recommendations?**
- Cook Supervisor and/or Administrator
3. (a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**
- ordering nutritious food products at the most economical cost.
 - ensuring meals are completed on time.
 - making menu changes as required, considering resident's dietary needs.
 - ensuring safety and sanitation in the food services program.
 - ensuring attractive presentation of meals and snacks
- (b) **What is the direct impact of those decisions?**
- preventing cost overruns to food services budget.
 - ensuring adequate nutrition for residents.
 - promoting satisfaction and quality care to residents.
 - providing safe and sanitary working environment.
 - preventing food contamination and resulting health risk to residents.

C. Freedom to Act

1. **Describe the way in which this position receives direction:**
- The incumbent receives direction from the Cook Supervisor and/or the Administrator.
2. **What legislation, regulations, procedures or established practices guide, constrain or limit the activities of this position?**
- Outlined in B. 1 (a)
3. **How is the work of the position normally checked or evaluated?**
- Observation and feedback from residents, family and staff.
Work is also evaluated through regular Employee Performance Evaluations.
4. **What types of decisions are normally referred to the supervisor? (give examples)**
- program or personnel issues
 - ordering equipment
 - unusual or special food requests.
 - Reporting unsafe equipment and furniture (repairs, etc.)

- recommendation to advance or withhold merit increments
- g) recommend appointment or rejection upon completion of probationary period
- h) interview employees with attendance or performance problems
- i) act as first formal step in the grievance procedure
- j) interview candidates for vacant positions in the unit
- k) give opinion to supervisor on selection of new employees, or
make final decision on selection of new employees
- l) other – will show other employees how to do tasks and train new employees to work procedures.

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
Nursing and therapy staff	to receive instruction/guidance	Daily
Residents, families	and exchange information	Daily
Cook Supervisor and Administrator	Information and direction	Daily
Kitchen helpers	Information	Daily
Suppliers	ordering of supplies	Weekly
General public	Information	Weekly

G. Tools, Equipment or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Griddle, Deep Fryer	Food Preparation or area cleaning	Daily
Mixing machine	Cleaning and meal preparation	Daily
Dishwasher (commercial)	Cleaning/Sanitizing dishes	Daily
Oven and oven hood	Meal preparation and cleaning	Daily
Microwave	Meal preparation	Daily
Steamer and steamtable	Meal preparation and cleaning	Daily
Vegetable and food chopper	Meal preparation and cleaning	Daily
Refrigerator and Freezer	Food storage and cleaning	Daily
Slicer	Food Preparation or area cleaning	Daily
Other standard kitchen appliances, tools, utensils	Food Preparation or area cleaning	Daily
Counters	Meal preparation, cleaning, and Sanitizing	Daily

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) Describe weights lifted:

<u>Type</u>	<u>How heavy</u>	<u>What percentage of time?</u>
mixing bowls, frozen foods and case lot	1-40 lbs	15%
pots and pans, dishes	1-25 lbs	30%
groceries	20lbs/bag	5%
cleaning supplies	5-10lbs.	6%
food preparation equipment	1-15lbs.	20%

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>What percentage of time?</u>
Standing/walking	75%
Bending/reaching	20%
Sitting	5%

c) Describe any physical hazards present:

<u>Type</u>	<u>What percentage of time?</u>
Chemical and cleaning compounds	8%
Injury from sharp cutting edges	25%
Hot water and steam, e.g.: dishwasher	10%
Wet and greasy floors due to spills	6%
Exposure to hot surfaces i.e. stove/oven, steamer	40%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>What percentage of time?</u>
-high temperature of building due to requirements of elderly residents (approx. 80 F)	100%
-exposure to animals in Pet Therapy Program	2%
-may be exposed to second hand smoke from residents	1%

e) Interpersonal Conditions: check any of the following conditions which are normal and expected in the job and give examples.

- high level of dissatisfied clients
- high level of emotional clients
- potential physical abuse from clients
- regular critical deadlines
- high level of irregular critical deadlines
- constant interruption
- instructions from more than one source
- other _____

Examples:

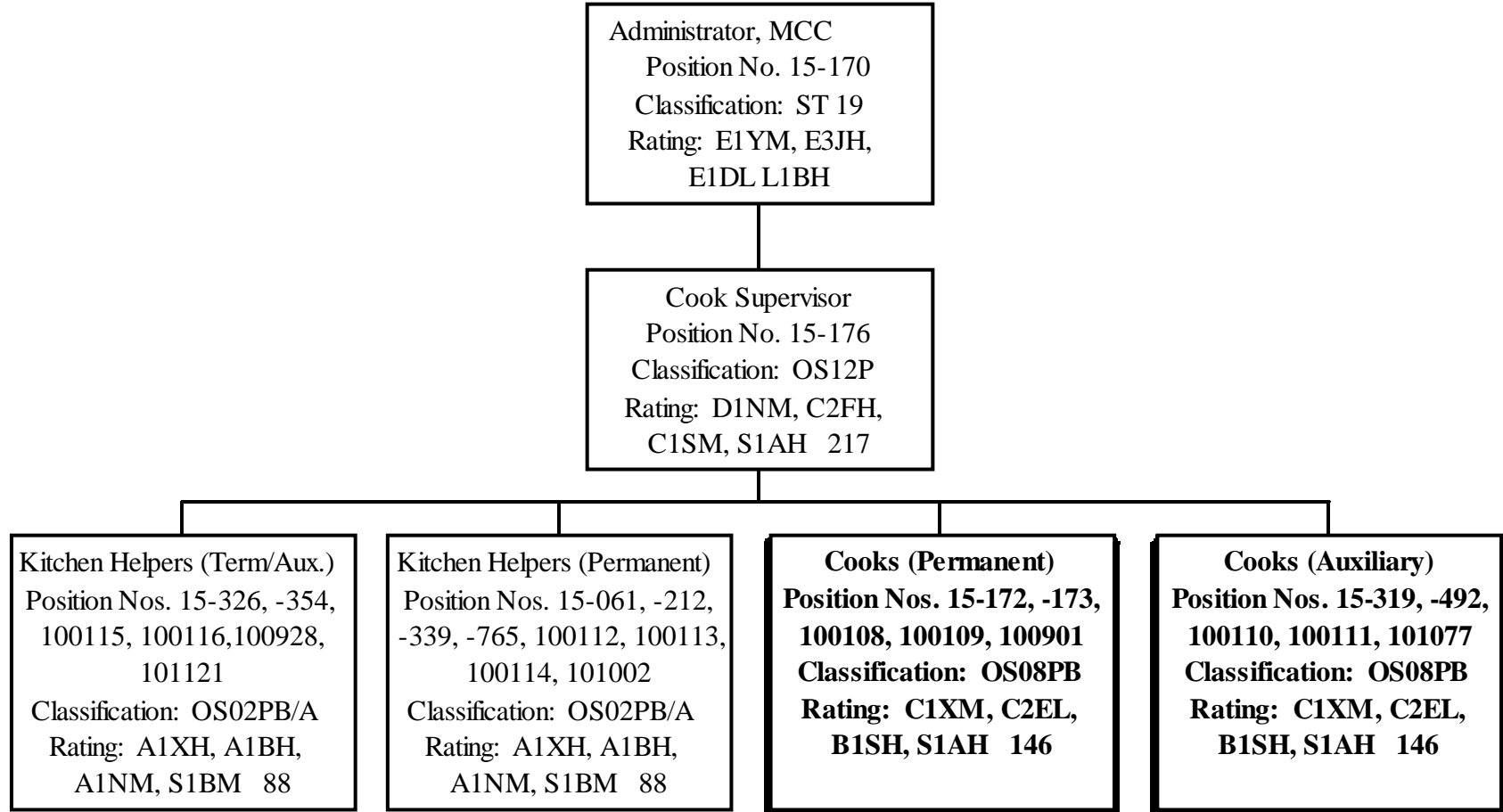
- residents are frequently in pain and suffer psychological distress due to their physical / mental condition therefore emotional levels are high and frequent outbursts occur.
- instructions may come from the interdisciplinary care team.

f) Travel Required

N/A

- a) average number of trips annually _____
- b) average number of days per trip _____
- c) average distance per trip _____
- d) most frequent mode of transportation _____

Organization Chart



PART II – Signatures

1. Supervisor: I have reviewed (with the incumbent) the duties and responsibilities assigned to this position.

2. Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

Immediate Supervisor or Branch Head

Incumbent's Signature

Date

Date

PART III – Qualifications

(To be completed by Departmental Administrator in conjunction with this position's supervisor).

A. Knowledge and Skills required

- knowledge of food preparation, serving and storage
- ability to prepare menus for individuals and groups
- ability to maintain sanitary kitchen environment
- ability to communicate effectively
- ability to read and understand written and oral instructions
- ability to work with various ages, cultures, conditions and environments
- ability to handle food safely
- good interpersonal and organizational skills
- good customer service orientation
- ability to work within a team as well as independently

B. Licences, certificates required

(Give title and section of any legislation, regulations, or other authority where applicable)

- Medical clearance and TB testing
- Security clearance

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

- knowledge of the special diets for residents with chronic illnesses (i.e. Diabetes)
- ability to work in a continuing care facility

Director of Human Resource:
Comments:

Manager of Continuing Care: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this person.

Signature

Manager

Date

Date