

JOB DESCRIPTION

Section 1 – Tombstone Data

09-OG-09

Position Number:	Department: Justice
Position Title: Corrections Cook	Branch/ Unit: Whitehorse Correctional Centre
Incumbent: Vacant	Location: Whitehorse, Yukon
Supervisor's Title: Food Services Manager	Date Completed: April 2004
Supervisor's Position Number: 8-274	Medical Clearance Required: YES
	Security Clearance Required: YES

Section 2 – General Summary

The Cook is responsible for the provision of meals for Correctional Centre inmates and instructing and monitoring inmate cooks. This position is classified as a Peace Officer under the Criminal Code of Canada.

Section 3 – Organizational Structure

Describe, in narrative form, the place of this position in the organization, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.

This position along with another Corrections Cook and other (AOC) cooks reports to the Food Services Supervisor who reports to the Manager, Operational Services of the Whitehorse Correctional Centre. The position supervises up to eight inmates involved/ participating in the kitchen work programs.

Section 4 – Principal Duties and Responsibilities (limit to 10 Duty Statements)

1. Prepares and cooks meals to a fluctuating number of Correctional Centre staff and inmates in general accordance with an approved menu. Prepares food for special public and internal events.
2. Rotates stock and checks off orders of supplies received. Monitors inventory and orders emergency supplies as required.
3. Maintains equipment, kitchen and dining room areas in a hygienic condition and monitors equipment and reports malfunctions for servicing by technicians.
4. Maintains security of the kitchen and food storage areas by supervising inmate, surveillance of inmates and kitchen to prevent traffic in contraband, ensuring that knives and similar equipment are accounted for and kept in a locked cabinet. Ensures that periodic security checks and searches are conducted in the kitchen area and of inmates.
5. Delivers educational and training programs related to food services for inmates. Provides feedback to Food Services Supervisor regarding inmates work performance.
6. Participates in and promotes W.C.C. recycling, composting and waste-reduction programs.
7. Deals with conflicts arising between kitchen inmates; attempts to identify problems and recommends courses of action to reduce conflict.

Section 5 – Contacts

Describe, in narrative form, the working relationships inherent to the success of the job.

- Contact with security staff to exchange information for ensuring a safe working environment for staff and inmates.
- Contact with supervisor regarding ordering/ receiving of supplies and service delivery.
- Contact with program staff to exchange information regarding inmate programs.
- Contact with inmates to provide training and supervise activities.
- Contacts with the public health inspectors for inspections of the kitchen.
- Contacts with the nurses for special diets for specific inmates.

Section 6 – Problem-Solving

List three examples of problems, issues or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.

1. The incumbent is responsible to provide between 130 and 270 meals per day following a prepared menu. The meals have to be cooked to a prescribed standard and in conformity with portion control guidelines for a frequently fluctuating number of people. Position has to ensure that meals are ready to serve for set times, but has to be prepared to delay serving on very short notice.
2. The incumbent has to work with inmates as assistants, who have little or no knowledge about food preparation. This requires daily instruction in regards to personal hygiene practices, food preparation, cooking and baking techniques and workplace cleanliness. Incumbent monitors and assesses inmate performance and progress, knowledge, level of competence and general behavior.
3. The incumbent will be responsible for the security of the kitchen including the supervision of inmates. This includes issuing and counting knives and similar equipment, and ensuring they are kept and accounted for in a locked cabinet, escorting medium security inmates to and from the outside freezer and storage areas, ensuring doors are locked and surveillance is sufficient to prevent the traffic in contraband between inmates. Incumbent has to maintain professionalism and appropriate boundaries.

Section 7 – Specific Accountabilities

1. *Describe final decisions regularly made for which the incumbent is held accountable.*

- Quality, quantity and time of food served.
- Waste and portion control
- Inventory control
- Security of kitchen
- Cleanliness of kitchen
- Menu substitutions on short notice
- Laying institutional “violations” under Section 56 of the Yukon Corrections Act

2. *What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?*

The expected end result of this position is to provide healthy, tasteful and nutritious meals for the Whitehorse Correctional Facility following a set menu and portion-control guidelines. Unhealthy, unsafe and tasteless or not enough prepared meals could result in disturbances in the facility. Not following the menu and portion-control could result in overspending.

Section 8 – Budget

N/A

Section 9 – Working Environment

Describe in narrative form the position's working environment, which can be generally favourable or include exposure to undesirable conditions.

The incumbent may be required to lift equipment and supplies (approx. 5-50 lbs. each) at 2-5% of the time, will be exposed to cold in the freezer and a potential humid environment in the kitchen. The incumbent works in a secure facility and is exposed to inmates who are potentially violent and the incumbent is exposed to inmates with communicable diseases.

Section 10 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): 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.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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<p><u>Director of Human Resources:</u> (Comments)</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Deputy Minister:</u> 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 position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p>
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