



GARDENS OF HALIBURTON

Cook

Reports to: Food Service Supervisor

Qualifications:

1. Cook 1, 2 or 3 designation.
2. Experience in quantity food preparation.
3. Familiar with Canada's Food Guide to Healthy Eating and therapeutic diets.
4. Ability to direct and supervise others.
5. Ability to understand oral and written directions.
6. Ability to lift heavy objects, and stand and walk short distances throughout the day and tolerate heat from the kitchen area.
7. Must be free of communicable diseases.
8. Familiar with Hazardous Analysis Critical Control Point (HCCAP), Workplace Hazardous Material Information System (WHMIS), Occupational Health and Safety, and Sanitation Code.

Functions:

1. To prepare and serve nutritious meals for residents in a safe and attractive manner.
2. To work within a set budget, limit waste and adhere to facility policies and procedures.

3. Be knowledgeable of and practice facility's fire and safety programs.
4. Review regular and therapeutic menus. Set-up equipment and supplies for daily food production. Prepare food following standardized recipes. Ensure meals are served on time, at appropriate temperatures and in portion controlled quantities.
5. Sample the food prior to each meal to determine palatability.
6. Assume responsibility for routine departmental operations in the absence of the Food Services Manager including: menu changes as necessary (ensuring that these changes follow departmental procedures), staff replacements, purchase and receive foods and supplies and place service calls for malfunctioning equipment, following departmental procedures.
7. Monitor the quality of food supplies and the proper operation of the kitchen equipment. Alert Manager of Food Services to problems and make recommendations concerning corrective actions.
8. Maintain required records in the absence of the Food Service Supervisor, e.g. menu changes, purchase orders, delivery receipts, and temperatures checks.
9. Responsible for the clear and correct labelling of excess food.
10. Supervise and direct Dietary Aides during basic food preparation and meal service.
11. Adhere to established policies and procedures.
12. Perform duties as outlined and any other related duties that may be assigned from time to time.
13. Check and record food temperatures daily as per Health Promotion Act
14. Train new staff in safe food preparation practices.