

JOB POSTING DETAILS

Job Title	Cook - Algoma Manor Nursing Home	Job Type	RI
Job ID	3122	Duration	Part-Time
Date Posted	November 23, 2021	Location	Thessalon
		Closing Date	January 31, 2022

Job Overview - Description & Duties

The Cook is responsible for all aspects of food production for the Community and in accordance with infection control, quality management, legislative requirements, and the organizations' standards.

As a valued member of the team, Cook demonstrates a commitment to resident safety by providing quality care in accordance with the organization's vision and mission.

RESPONSIBILITIES:

- Preparing food in accordance with the regular and therapeutic menu.
 - Preparing meals and snacks according to production sheets, recipes, and other menu documents as provided.
 - Assisting with meal service following the appropriate dietary reference tools.
 - Performing dining room rounds at mealtimes to ensure resident meal satisfaction.
 - Converting recipes to different quantities as required.
 - Cleaning and operating all kitchen equipment in accordance with manufacturer's instructions.
 - Communicating and reporting any concerns regarding operation and malfunction of equipment to immediate supervisor.
 - Receiving food and supply orders. Monitoring quality of food and supplies received and advising Director of Dietary Services of problems.
 - Reporting food, supply, and equipment needs to the Director of Dietary Services.
 - Counting physical food inventory at month-end.
 - Maintaining work area(s) in a safe, clean, and sanitary state.
 - Working in accordance with safe food handling practices and HACCP protocols.
 - Managing mealtime activities in the absence of the Dietary Aide.
 - Supporting and participating in quality initiatives by providing input and suggestions for improvement, reporting feedback to the immediate supervisor.
 - Maintaining quality control of menu products.
 - Collecting food samples.
 - Assisting in catering to special functions.
 - Labelling and dating all food items, monitoring and discarding as per policy.
 - Completing all necessary documentation as assigned (food, fridge, freezer, dish machine, holding cabinet temperatures, equipment start-up checklists, etc) and initiating corrective action as required.
 - Supporting the cleaning requirements and cleaning routines of the dietary services and documenting accordingly.
 - Communicating and consulting with the Director of Dietary Services regarding any menu substitutions if necessary, and recording and reporting appropriately.
 - Following all Policies and Procedures of the Care Community as required.
 - Ensuring that all equipment is or will be shut off and all storage areas are or will be locked when leaving the kitchen.
 - Assisting in orientation and training of new dietary team members.
 - Assisting in the Care Community's quality and risk management/quality improvement program for dietary services.
 - Providing oversight of the kitchen on weekends and in the absence of the Director of Dietary Services for the respective shift.
- Providing direction to dietary team members.
- Attending department and facility team member meetings, in-services, and other required training sessions.
 - Performing audits as required.
 - Performing other related duties as assigned within the Food Service Department.

- Communicating and cooperating with residents and their families.
- Understanding and interpreting MOHLTC legislation, regulation, and process.
- Knowledgeable of the Residents' Bill of Rights.
- Working in accordance with the organization's Health and Safety Policies and Procedures and in compliance with the Occupational Health and Safety Act.
- Performing other duties as required.

WORKING CONDITIONS:

- Interaction with male and female residents of all ethnic and cultural backgrounds;
- Combination of natural light and fluorescent lighting;
- Exposure to the elements (external building and property);
- Exposure to variable temperatures both hot and cold;
- Lifting alone and with assistance;
- Pushing/pulling content;
- Crouching, kneeling, stooping/bending for short periods of time;
- Walking and climbing stairs frequently;
- Standing for long periods of time;
- Engagement and/or exposure to various therapy programs focused on providing residents with the highest quality of life in our Care Communities including but not limited to pet therapy, spiritual events, and musical therapy.

Required Skills

QUALIFICATIONS:

- At least 1-year experience as a cook in the Food Service Industry.
- Experience in large quantity food preparation and cooking in health or long-term care is preferred.
- Must maintain up-to-date certification in the Food Safety Awareness Program offered by Public Health.
- Red Seal Designation preferred.
- Must be knowledgeable with respect to the nutritional and other appropriate needs of geriatric residents.
- Must have a working knowledge of special and therapeutic diets.
- Able to cook a variety of foods in large quantities and plan work.
- Must demonstrate a creative flair for menu planning, food preparation, and presentation.
- Able to operate industrial kitchen equipment.
- Must have leadership ability and be able to direct the dietary department in the absence of the Director of Dietary Services.
- Must be knowledgeable of the Ontario Food Premises Regulation, Food Safety Code of Practice, and Canada's Food Guide to Healthy Eating.
- Effective verbal and written English communication skills are required.

EDUCATION:

1) Educational qualifications are regulated under the Long Term Care Act (LCTA). Preference will be given to candidates who meet the primary qualifications as outlined below. Primary Qualifications:

- Chef training or culinary management diploma from a program that meets the standard established by the Ministry of Training, Colleges, and Universities, or
- A diploma or certificate granted in another jurisdiction and a set of skills that, in the reasonable opinion of the Home is equivalent to those that the Home would expect of a person who has a diploma or certificate as set out in A above; or
- A certificate of qualification as a Cook (Red Seal) issued by the Director of Apprenticeship under the Apprenticeship and Certification or the Ontario College of Trades and Apprenticeship, or
- A post-secondary diploma in food and nutrition management or a post-secondary degree in food and nutrition, or
- Meet the criteria for grandfathered status under the LTCA, and holds a current Food Safety Certificate issued by Public Health.

Secondary Qualifications:

- Food Service Worker Program Certificate combined with relevant workplace experience, and
- Maintain a current Food Safety Certificate issued by Public Health.

Other Requirements

NA

How to Apply

Interested applicants can email their resume to: Jenny.daoust@algomamanor.com

We thank all that apply, however, only those selected for an interview will be contacted. All applicants must be legally entitled to work in Canada on a permanent basis.