



JOB POSTING DETAILS

Employer	Windsor Place Retirement Residence (Windsor Place Retirement Residence)	Job Type	JMP
Job Title	Cook	Duration	NA
ES Job ID	13735	Location	Sault Ste. Marie
Date Posted	January 6, 2023	Closing Date	January 20, 2023

Job Overview - Description & Duties

Reports to: Food Service Manager

Job Description:

- 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 residence policies and procedures.
- 3.Be knowledgeable of and practice residents' 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 following departmental procedures.
- 7.Monitor the quality of food supplies received and the proper operation of kitchen equipment. Alert Food Service Manager to problems and make recommendations concerning corrective actions.
- 8.Maintain required records in the absence of the Food Service Manager, e.g. menu changes, purchase orders, delivery receipts, temperature 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 on a rotational basis for meal times as per Health Promotion Act:
 - i.Hot food to be served at a minimum temperature of 140°F or 60 °C.
 - ii.Cold food to be served at 40°F or 4°C
14. Perform all other job duties as assigned
- 15.Refer and adhere to all policies and procedures as they are in effect.

Required Skills

Qualifications:

- 1.Culinary designation/diploma an asset or equivalent designation.
- 2.Current Safe Food Handlers certificate.
- 3.Previous employment in a health care/hospitality setting an asset.
- 4.Demonstrated understanding of/empathy for the needs of older adults.

- 5.Experience in quantity food preparation.
- 6.Familiar with Canada's Food Guide to Healthy Eating and therapeutic diets.
- 7.Ability to direct and supervise others.
- 8.Ability to understand oral and written directions.
- 9.Ability to lift heavy objects and stand and walk short distances throughout the day and to tolerate heat from kitchen area.
- 10.Must be free of communicable diseases.
- 11.Familiar with Hazardous Analysis Critical Control Point (HACCP), Workplace Hazardous Material Information System (WHMIS), Occupational Health and Safety, and Sanitation Code.
- 12.Must be able to wear Personal Protective Equipment (PPE)
- 13.To protect our patients, we require current vulnerable sector check screening, a clear background check

Other Requirements

Proof of COVID 19 vaccination*
CPR and First Aid an asset
2 step TB skin test

How to Apply

Apply be email to:

gm@windsorplaceretirement.com