



NUTRITION, FOOD SERVICE & DINING IN LTC

SAMPLE - Job Description Cook

POLICY:

The Cook prepares food according to standardized recipes and in the amounts required according to the cultural and personal preferences of long-term care residents. The Cook is accountable to the Nutrition Manager.

ROLE:

The Cook is responsible for the following:

Key Responsibilities:

- Follow standardized recipes and production tallies to ensure final quality, taste, temperature, and aroma of menu items. Inform Nutrition Manager when adjustments to recipes are recommended.
- Prepare therapeutic diets and texture modifications of all food items on menu with assurance of appropriate quantity, taste, and aroma, as per therapeutic information.
- Provide excellent friendly and professional customer service when interacting with residents.
- Follow safe food handling practices including keeping foods at appropriate and safe temperatures
- Take and record temperatures at point of cooking and before meal service and make corrections to ensure safe food.
- Meet time management requirements to have meals and other required foods ready on time.
- Take one serving of all potentially hazardous food samples. Label and date them and keep one week of samples in refrigerator (as per public health specification per municipality)
- Keep equipment and work environment clean. Complete cleaning schedule as required.
- Use appropriate utensils and serving tools to portion food items following production information
- Assess leftovers to keep or discard, label and date all foods being stored into refrigerator or freezer. Inform Nutrition Manager of recommended adjustments to forecasting.
- Assist in receiving and storing deliveries of food and non-food items.
- Rotate stock using the First in, first out (FIFO) method, label and date all foods in storage areas to comply with food safety best practices.
- Clean floors in all areas of the kitchen





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- Use chemicals safely using Personal Protective Equipment (PPE) and following Safety Data Sheets (SDSs)
- Participate actively in the Nutrition Care and Dietary Services Department for quality assurance, risk management and accreditation activities.
- Attend meetings, training sessions, and learning activities of the department.
- Report food, supply and equipment needs and problems to the Nutrition Manager
- Work safely and respectfully as a member of the department and home staff
- Demonstrate ongoing respectful communication with Nutrition Manager and co-workers.
- Safely operate, clean and sanitize equipment.
- Other duties may include:
 - Monitor that weekend staff are present for their scheduled shifts on weekends and evenings.
 - Participate in special occasions, theme days, holiday meals, and other special activities.
 - Participate in health and safety, infection control, emergency drills and other safety activities of the department and the home.
 - Any other activities as required for the safe and organized functions of the department.
 - Participate in ongoing education as required.
 - Assist in the orientation and training of new Dietary Services staff.

Health and Safety Responsibilities:

- Follow all health and safety policies and procedures.
- Work safely to reduce risk of injury to self, co-workers and residents.
- Report all hazardous or unsafe situations to the Nutrition Manager or other member of the management team.
- Wear PPE as required in the department.
- Report any injury to Nutrition Manager and seek first aid as needed.
- Participate in fire safety drills and know the fire and disaster plans.

Working Conditions:

- Extensive walking and standing with some lifting required.
- Exposure to hot and cold environments
- Exposure to hazards from the use of kitchen equipment and utensils
- Exposure to chemical agents and wet floors
- Stress related to tight time schedules and work deadlines.
- Working different shifts





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Physical Requirements:

- Standing and walking during the shift
- Heavy lifting, alone and with assistance, as a major job function
- Pushing/pulling heavy weights, using carts, dollies, and other wheeled equipment, as a major job function
- Carry and transport objects of various weights.
- Bending, stretching, lifting, crouching, stooping as a major job function
- Various wrist movements as a major job function
- Physically able to stand, walk, lift, move, turn, bend, crouch

Qualifications:

- Chef training or culinary management diploma from a program that meets the standard established by the Ministry of Colleges and Universities **or** possess the skills, knowledge and experience in the fields of institutional, health care, restaurant or hospitality food service to perform the duties required of the position
- Successful completion of a Food Handler's course offered by municipal Public Health Department or alternative training centre
- Experience in large quantity food preparation in health care
- Effective/excellent verbal and written communication skills
- Able to work accurately, quickly, and safely independently and as a team member

