



HUMAN RESOURCES MANUAL

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STATEMENT

Park Place Seniors Living (Park Place) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and Park Place policy.

PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

PROCEDURE

DEPARTMENT: Food Services
JOB TITLE: **Assistant Cook**
REPORTS TO: Food Services Manager

JOB SUMMARY:

Under the direction of the Cook and/or Food Services Manager and/or Dietitian, the Assistant Cook prepares meals which contribute to a balanced, nutritious and appealing diet for the residents of the PPSL Home. The Assistant Cook promotes food safety while maintaining an orderly and sanitary work area. Responsibilities also include ordering of food and supplies and inventory control. Treats residents with dignity and demonstrates an attitude of caring. The Assistant Cook ensures a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Prepares and serves daily meals and any special meals according to menus, recipes, diets and schedules, using portion control to avoid waste under the direction of the Cook, Food Services Manager and/or Dietician. Prepares meats, vegetables and other foods for cooking.
2. Estimates food requirements to eliminate waste and leftovers.
3. Assists with meal delivery to residents and or staff as required.
4. Checks equipment and work area frequently in order to maintain a safe, sanitary and orderly environment.
5. Checks for supplies to be taken out from storage room, performs general cleaning of equipment and surfaces.
6. Participates in and assists with the preparation of food for special functions.
7. Reports repair and maintenance requirements to supervisor or maintenance worker.
8. Signs for deliveries when necessary and ensures food items are received in good condition and are stored properly.
9. Completes and renews Safe Food Handling Course as required by legislation and PPSL policy.



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10. Responsible for attending related in-services and education programs.
11. Responsible for the safe performance of all duties.
12. Performs other related duties as required.

HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
 - Uses safe work procedures,
 - Promotes health and safety policy and awareness,
 - Makes safety suggestions.
 - Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

QUALIFICATIONS:

Formal training in quantity food preparation from a recognized training institution or school preferred or experience in quantity food preparation preferred.

Must be certified in Safe Food Handling course.

Previous experience in long term care preferred.

SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both verbally and in writing.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to work in teams collaboratively and communicate with others in a respectful manner.
- Physical ability to carry out the duties of the position.

EQUIPMENT USED:

Computer, facsimile and photocopier

PHYSICAL DEMANDS:

The Assistant Cook position requires a significant amount of lifting, bending, standing, In an average day the Assistant Cook spends 6-7 hours standing or walking, Lifts a maximum of 50 lbs.



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HEALTH AND SAFETY RISKS – ENVIRONMENT

- Physical: Burns, strain on shoulder, neck and back, cuts/scrapes/injections
- Environmental: Draught, dust exposure, using equipment with moving parts, working in warm environments.
- Chemical: Cleaning and disinfectants
- Biological: Exposure to communicable diseases i.e. colds, influenza, GI
- Radiation: Remote
- High Risk Element: Ergonomics, slips/tips/falls, psychological, and using equipment with moving parts