



HUMAN RESOURCES MANUAL

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STATEMENT

Park Place Seniors Living (Park Place) will have standardized position descriptions for all employees 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 employee's role and responsibilities.

PROCEDURE

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

JOB SUMMARY:

Under the direction of the Food Services Manager and/or Dietitian, the Cook prepares meals which contribute to a balanced, nutritious, and appealing diet for the Residents of the Park Place Home. The Cook provides leadership to the Food Service employees, 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 Cook ensures a commitment to Resident safety and to our "culture of safety" as per Park Place's 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. Prepares meats, vegetables, and other foods for cooking.
2. Estimates food requirements to eliminate waste and leftovers.
3. Responsible for direction of employees engaged in food preparation, and overall cleanliness and operation of the kitchen.
4. Participates in and assists with the preparation of food for special functions.
5. Checks equipment and work area frequently in order to maintain a safe, sanitary and orderly environment.
6. Reports repair and maintenance requirements to supervisor or maintenance worker.
7. Signs for deliveries when necessary and ensures food items are received in good condition and are stored properly.
8. Completes and renews Safe Food Handling Course as required by legislation and Park Place policy.
9. Responsible for attending related in-services and education programs.
10. Responsible for the safe performance of all duties.
11. Performs other related duties as required.



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HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with Park Place’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 employees, 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 AND EXPERIENCE:

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

Must be certified in Safe Food Handling course.

Previous experience in institutional cooking preferred. Previous experience in long term care preferred. equivalences may be considered.

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 Cook position requires a significant amount of lifting, bending, standing, In an average day the 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