

COOK Job Description

POSITION SUMMARY

These full-time and part-time employees report directly to the Executive Director (ED) of the Sudbury Hospice (SH), and indirectly to the Director of Care (DoC). Cooks are responsible for all aspects of food service with the SH. Cooks provide direction and work collaboratively with Personal Support Workers and kitchen volunteers regarding meal preparation and food service.

POSITION REQUIREMENTS

1. Must possess skills in cooking, food preparation, and serving functions.
2. Must possess or acquire certification for safe food handling from the City of Greater Sudbury Health Unit.
3. Must possess or acquire WHMIS certification.
4. Prior related experience in a hospital, long-term care, and/or general cooking experience is required.
5. Skill, knowledge, and ability to set up food service systems that support the ability to offer high quality food service 24/7.
6. Excellent interpersonal and communication skills.
7. Ability to work effectively in a team environment and provide direction to volunteers.
8. Working knowledge of food service industry standards and regulations.
9. Organizational and time management abilities.
10. Physically able to perform the duties of the position.
11. Bilingualism (English/French), written and verbal, (or willingness to pursue) is an asset.

KEY AREAS OF RESPONSIBILITY *(Other duties may be assigned)*

1. Uses safe food handling and preparation procedures in accordance with the City of Greater Sudbury Health Unit.
2. Interacts with residents, families, and visitors in a caring and sensitive manner that respects their dignity and quality of life.
3. Prepares food that meets therapeutic and nutritional diet needs, and where possible, personal preferences.
4. Prepares and makes available baked goods for residents, families, and visitors.
5. Ensures food rotation in storage to minimize spoilage and waste.
6. If assigned, is responsible for ordering, shopping, receiving, and stocking of supplies for kitchen.
7. Maintains a clean and tidy workspace including dishes, countertops, appliances, storage areas, and floors in kitchen and dining room.
8. Reports maintenance issues to the ED, DoC, or Administrative Assistant.
9. Performs all duties in accordance with legislation, the SH mission statement, and organizational and administrative policies and procedures.
10. Works in a safe and healthy manner, and follows the regulations outlined in the Occupational Health and Safety Act.