

Position Title: Cook

Department: Long Term Care

Reports To: Nutrition Manager

Purpose

Under the direction of the Nutrition Manager, the Cook is responsible for optimal food preparation to residents and families based on legislative requirements and County of Grey

The Cook is required to perform their duties in a manner that is consistent with the Core Values of the home that supports the 'Colour It' resident led philosophy of care to ensure resident safety, and demonstrate customer service excellence.

Responsibilities

General

- Prepare and/or be responsible for the preparation/delivery of food following therapeutic diets according to planned menus for residents and guests (as required);
- Reviews menus before preparing meals and prepares and serves them properly and attractively;
- Ensures use of proper food handling techniques;
- In consultation with Nutrition Manager, makes menu substitutions as necessary and records these in the designated place(s). Meets time schedule for service of meals and nourishments;
- Follows daily production charts, standardized recipes and daily composite menus, while working within a set budget;
- Assists in converting recipes to different quantities and preparing/following daily production charts;
- Dates, labels, and stores food properly;

- Participates actively in planning/preparing special occasion and theme meal days;
- Assists in receiving and storing incoming food and supplies;
- Count physical food inventory at year end.

Care Coordination

- Promotes the County of Grey philosophy of Pleasurable Dining;
- Manages mealtime activities in the absence of Food Service Worker
- Assists in serving meals, following resident's diet and food preferences using proper serving utensils and portion sizes.

Quality Management

- Participates actively in department's Quality Management program and any department/facility committees as requested;
- Performs audits as required;
- Completes all necessary documentation (food and refrigeration temperatures, dish machine temperatures if applicable, menu changes) as assigned;
- Monitors quality of food supplies received and advises the Nutrition Manger of problems. Reports food, supply, and equipment needs to the Nutrition Manger;
- Alerts the Nutrition Manger to problems and makes recommendations about corrective action.
- Assists with maintaining the security of the department.

Human Resources

- Oversees the dietary department in the absence of the Nutrition Manager;
- Promotes a positive team spirit within the department;
- Assists in the orientation and training of new dietary employees;
- Attends department and facility staff meetings, in-services and other required training sessions;
- Provide ongoing coaching to Dietary staff.

Occupational Health and Safety

- Advises supervisor or designate immediately of all staff incidents that may result in an Occupational Accident Claim, any concerns with the physical plant, incidents or injuries and completes required reports;
- Follows all health and safety policies and procedures. Works safely to reduce the risk of injury to self, co-workers, and residents;
- Wears personal protective equipment as designated;
- Maintains a clean, safe environment for residents utilizing infection control principles;
- Maintains a sound working knowledge of their roles and responsibilities during all emergency situations when working different shifts.

Ministry of Health Compliance

- Contributes to good working relationships with relevant persons within the Ministry of Health and Long Term Care (MOHLTC);
- Knows and interprets MOHLTC legislation, regulation and process;
- Contributes to the implementation of processes and systems to ensure compliance to all standards on an ongoing basis.

Working Conditions

- Modern facility, temperature controlled;
- Early morning, evening, and weekend work required;
- Regular exposure to temperature extremes, noise, biochemical agents and wet floors;
- Exposure to hazards from use of kitchen utensils and equipment;
- Hours of work include scheduled shifts and call-ins, and may include day, evening, night shifts, weekdays and weekends. There is a requirement to work statutory holidays;
- Work is in a home-like medical care area and requires interaction with residents and their families. The workplace is fast paced, with frequent disruptions and distractions, while meeting preset deadlines. Must be flexible to changing needs of the residents, staff and operational issues, as they are presented.

Contacts

Internal Working Relationships

Nutrition Manager, other managers, front line staff, Residents

External Working Relationships

Families, MOHLTC Inspectors, Public Health, contract service providers

Knowledge and Skill

- Must have successfully completed chef training or a culinary management diploma or qualifications as identified under Ontario Long Term Care Homes Act, 2007 and Regulations 79/10 76(2);
- Must maintain up to date certification in the Food Safety Awareness Program offered by Public Health;
- Must have experience in large quantity food preparation, preferably in health care or long term care setting;
- Must be able to read, write and accurately follow written and verbal instructions. Basic computer skills are required;
- Must demonstrate a creative flair for menu planning, food preparation and presentation;
- Must be knowledgeable of the Ontario Food Premises Regulation, Food Safety Code of Practice and Canada's Food Guide to Healthy Eating;
- Must have working knowledge of special and therapeutic diets;
- Must be able to work and communicate effectively with residents of a LTC home;
- Must have leadership ability and be able to direct the dietary department in the absence of the Nutrition Manager.

Impact of Error

Errors in food handling and serving could result in negative resident outcomes, loss of satisfaction and trust with Residents, families, Public Health and Ministry officials.

Errors may lead to ineffective performance and may result in injury to self, others and residents. Furthermore, errors may result in a loss of public confidence, credibility and create a liability to the corporation.

PHYSICAL DEMANDS ANALYSIS

Company:	County of Grey	Supervisor/Manager:	Nutrition Manager
Department:	Long Term Care Dietary	Position:	Cook
Date of Analysis:	August 2008	Revision date:	
JOB SUMMARY	Position description	Cook	
	Work Schedule	Variable hours as per schedule	
	Breaks	2 X 15 min and 1 half hour meal	
	Personal protective equipment	Oven mitts, goggles, gloves, hair net, closed in shoes, non slip sole, chef coat	
	Equipment or tools used	Mixer, oven, stove, dishwasher, blender, steamer, soup kettle, microwave, toasters	
See Job routines and job description for specific tasks and responsibilities			

LEGEND

Frequency	Sel =seldom not daily <5% of shift	Low= low daily activity <1 to 3 hours = 33% of shift	Mod= moderate daily activity 3 – 6 hours = 66 % of shift	High= high daily activity > 6 hours =100% of shift
Required column	Identifies physical demands that are bona fide essential duties of the job.			
Side column	Refers to the limb used to perform the task E-either side D – dominant side B – both sides R or L = Right or Left side			

Area	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain task performed
				1 Sel	2 Low	3 Mod	4 High			
Strength	Lifting – floor to knuckle	X	B		X			22kg	12kg	Supplies- food
	Lifting-knuckle to waist	X	B		X			22kg	12kg	Supplies
	Lifting-waist to shoulder	X	B			X		22kg	12kg	Supplies
	Lifting – over head	X	B		X			22kg	12kg	Supplies
	Carrying – with handles	X	B		X			22kg	12kg	Supplies
	Carrying without handles	X	B			X		10kg		Equipment, supplies

Area	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain task performed
				1 Sel	2 Low	3 Mod	4 High			
	Pushing-upper extremity	X	B			X		10kg	20kg	Boxes on shelf in freezer, storage, carts
	Pushing- leg/hip assist	X	B			X		30kg	20kg	Dish cart/food cart
	Pulling – upper extremity	X	B		X			10kg		Boxes on shelf in freezer/storage
	Pulling – leg/hip assist	X	B	X				15kg	5kg	Carts
	Reach-shoulder or above	X	B		X			Boxes on high shelves, supplies		
	Reach above shoulder extended	X	B		X			As above		
	Reach – below shoulder	X	B		X			Food in fridge/food in stock room, cleaning equip		
	Reach-below shoulder extended	X	B		X			Reaching for equipment- blender, supplied		
	Handling	X	B				X	Supplies. charts, filing, equipment		
	Gripping	X	L/R			X		Trays, knives, scoops, cooking utensils.		
	Fine Finger Movements	X	L/R		X			Fine chopping, cleaning, cutting		
Postures and Mobility	Neck Flexion	X			X			Cleaning, cooking		
	Neck Rotation	X			X			Cleaning, cooking, during food prep		
	Neck Extension	X			X			Cleaning, cooking		
	Sitting	X		X				During break, meetings		
	Standing	X	B				X	On vinyl, cement floor during shift		
	Walking	X	B		X			Throughout kitchen, to serveries as required		
	Climbing	X	B		X			Using stairs, step stool		
	Bending	X	B		X			To access items on lower shelves		
	Crouching	X	L/R	X				To clean equipment		
	Kneeling/crawling	X	B	X				Cleaning equipment		

Area	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain task performed
				1 Sel	2 Low	3 Mod	4 High			
	Balancing	X	B	X					During food prep	
	Repetition hands	X	B			X			Mixing, cutting, slicing, chopping	
	Repetition other body parts.	X	B	X					Mixing & cutting	
	Dynamic postures	X	B			X			Throughout shifts	
	Static postures									
Perception	Hearing conversations	X	B			X			Ongoing staff, alarms, fans	
	Hearing other sounds	X			X				Fire alarm, fans-exhaust	
	Vision- near	X	B			X			Read menus, production sheets	
	Vision – far	X	B			X			Monitor kitchen activity	
	Vision – colour	X				X			Appearance of food items, scoop sizes, cutting boards	
	Perception-spatial	X	B	X						
	Perception-form	X	B		X					
	Perception- depth	X	B	X						
	Feeling	X	B					X	Hot/cold temperatures of food and environment	
	Reading	X	B			X			Menu sheets, inspection of building, therapeutic	
	Writing	X	R/L		X				Writing, production temps, audits	
	Speech	X	B		X				On going with staff, residents, others	
Work Environment	Work indoors	X	X			X			All work indoors	
	Work outdoors	X		X					Occasionally outdoors for BBQ's	
	Hot conditions >25 c	X	B			X			Summer heat in kitchen, hot ovens, dishwasher	
	Cold conditions <10 c	X	B		X				Freezers to obtain food, put away food	

Area	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain task performed
				1 Sel	2 Low	3 Mod	4 High			
	Humidity	X	B				X		Working around steamers, dishwashers, etc	
	Dust									
	Fumes	X				X			Cleaning chemical fumes, cooking odours	
	Hazardous machines	X				X			Various equipment with moving parts or hot	
	Moving objects	X				X			Some equipment has moving parts- blender, meat slicer, dishwasher	
	Noise	X	B			X			Various equipment has moving parts- blender, meat slicer, dish washer	
	Electrical hazards	X				X			Various equipment that is electrical	
	Sharp tools	X				X			Knife & scissors, meat slicer, blender blades	
	Slippery conditions	X				X			When completing bathing/showers, in dining rooms etc.	
	Vibration	X			X				From blender operation	
	Chemical irritants	X			X				Cleaning items, dishwasher chemicals	
	Medical waste									
	Blood products									
	Congested work area	X			X				Storage and freezer areas	
	Lighting-direct	X		X						
	Lighting – indirect	X								
	Lighting-florescent	X					X		Overhead lighting	
	Lighting-incandescent									
	Work alone	X			X				At times no other staff in the dept	
	Operate equipment or machinery					X			Various equipment is used during shift	
	Public Interaction	X				X			Daily c/ staff in different department & some residents	