



Position Description

Position Title: Regular Cook – 0.7 FTE
Date Est. May 15, 2009
Date Revised: July 16, 2020
Wage Level: Year 1-4 Cook (as per Article 48 of the *NOHS and BCNU Collective Agreement*)
Wage: \$16.90 to \$19.22 per hour plus \$0.50 per hour premium for weekend shifts
Reports To: Support Services Leader

Position Summary: The Cook, under the direction of the Support Services Leader, is responsible for all aspects of the food service program for residents of Hospice House. In food preparation and service, the Cook works collaboratively with care staff and volunteers. The Cook is responsible for the food preparation and provides direction to care staff delivering meals to residents and/or to food service volunteers.

Cook shifts are 7 days a week from 7:30 am to 4:00 pm. This position follows a rotating shift schedule with four 4 day shifts and one 5 day shift over a 6 week period.

Major Responsibilities

As Cook:

- Provides duties consistent with hospice mission, vision, and team values, policies and procedures, and Food Safe guidelines
- Interacts with residents and loved ones in a gentle manner that respects their dignity
- Develops a nutritious daily menu that meets the requirements of the Canada Food Guide
- Prepares meals for residents which meet therapeutic and nutritional diet needs, and where possible resident preferences
- Responsible to prepare and make available baked goods for guests
- Ensures food rotation in storage to minimize spoilage and waste
- Responsible for ordering, shopping, receiving and stocking of supplies for kitchen, dining room and guest service areas
- Maintains a clean and tidy work space including dishes, countertops, appliances, and floors in the kitchen, dining room, and guest service areas
- Reports maintenance issues to Support Services Leader
- Attends in-service education sessions, staff meetings and workshops as required

Qualifications: Training and Experience

Cook

- Culinary Arts Certification or equivalent training and experience
- Minimum Level 1 Food Safe Training Certificate
- Knowledge and experience in end-of-life care an asset
- Knowledge of infection control procedures
- A current and clear Criminal Record Check
- Tuberculosis screening that has been completed prior to start date
- Valid BC driver's license and access to personal vehicle for supply/grocery runs as needed

Skills and Abilities

Cook:

- Excellent interpersonal communication skills
- Ability to work effectively in a team environment and provide direction to volunteers
- Organizational and time management abilities
- Physical ability to perform the duties of the position
- Ability to operated related equipment
- Established self-care plan

Core Competencies:

- Conveys and receives messages clearly; expresses ideas and actively listens to others
- Works cooperatively with others to achieve organizational goals
- Plans ahead, is resourceful in taking action and generating viable ideas
- Understands client needs and provides high standards of service
- Understands and manages one's own behaviour; practices healthy self-care.
- Conveys and open, flexible mindset with a focus on positive outcomes.

Employee Name: _____
Please print clearly

Employee Signature: _____

Date: _____