

1. IDENTIFICATION

Position No. See Appendix	Job Title Cook	Supervisor's Position See Appendix	
Department Health	Division/Region Health	Community See Appendix	Location See Appendix
Freebalance Coding: See Appendix			

PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>This position provides food services for clients and staff within established guidelines, and according to the food safe standards for healthcare settings. The incumbent interacts with staff and the general public on a daily basis and provides professional responses to inquiries, incidences or complaints, escalating to management as required.</p>

SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The Cook provides service within the facility. The Cook ensures that the food production/reheating are done according to food safe practice guidelines as determined by the Food Safety Code of Practice for Canada's Foodservice industry, As front line staff for infection control, all employees must ensure that the principles of food safety, infection control and cross contamination are strictly adhered to.</p>

2. RESPONSIBILITIES

<p>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p> <p>In order to be successful in the position and support the strategic direction outlined by the Vision and Values, the position's performance will be assessed on the following Key Priority Areas:</p>

SERVICE DELIVERY***PERSONAL DEVELOPMENT******DEPARTMENTAL EFFICIENCY***

Below are the primary accountabilities of the position and their correlation to the Key Priority Areas:

SERVICE DELIVERY:

- Interacts with clients and staff in a friendly and professional manner
- Ensures the accuracy of the client's therapeutic diets and that they respect the diet order as prescribed
- Coordinates and delivers client and employee meals, within operational guidelines
- Maintains health and safety standards for functional area
- Prepares all meals for cafeteria, including the preparation of food items in advance
- Ensures that the food production/reheating are done according to food safe practice guidelines as determined by the Food Safety Code of Practice for Canada's Foodservice industry,
- As front line staff for infection control, ensures that the principles of food safety, infection control and cross contamination are strictly adhered to.
- Supervises the food service area and advises manager of any incidences or complaints

PERSONAL DEVELOPMENT

- Participates in required training and strives for on-going professional development
- Signs, on an annual basis, an oath of secrecy and confidentiality to protect the privacy of residents
- Participates in the annual performance management process and collaborates with immediate supervisor/ manager on the development of personal goals, mid-term reviews and annual performance appraisals
- Ensures that all mandatory certifications/accreditations are current and participates in recertification as required
- Ensures all policies, procedures and legislation are adhered to and requests clarification from immediate supervisor where questions exist.
- Participates in meetings as required
- Conducts self in a manner that is respectful to employees at all times

DEPARTMENTAL EFFICIENCY:

- Maintains inventory
- Completes all ordering of food and supplies and equipment required
- Completes all paperwork associated with the position
- Maintain security of the kitchen area
- Ensures all health regulations are followed at all times
- Advises supervisor of any supplies that may be required.
- Performs any other duties requested by the immediate supervisor or manager

Other duties as assigned

- Follow Health and Safety procedures and protocols
- Treat everyone in a respectful manner

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- Methods and techniques of safe food preparation;
- Methods and techniques of inventory maintenance;
- Knowledge of Inuit Culture;
- Applicable legislation, policies and procedures.

Skills and Abilities:

- Demonstrated ability to plan and prepare meals for large quantities of people;
- Computer skills and a knowledge of inventory control;
- Ability to work without direct supervision;
- Effective verbal and written communication skills;
- Good interpersonal skills and ability to deal with complaints;
- Organizational skills;
- Ability to prioritize tasks;
- Self-motivation and logical deduction/problem solving skills;
- Professional and agreeable tone and demeanor;
- Remain calm in stressful situations;
- Greet clients and visitors appropriately;
- Plan and think ahead;
- Maintain strict confidentiality;
- Patience/tact.

The above knowledge, skills and abilities are typically acquired through;

- Grade 8 education;
- One year of food preparation experience;
- Possesses Food Safe Certificate and a willingness to obtain additional food service - related training, development and certification during the course of employment;
- The ability to communicate in Inuktitut/Inuinnaqtun is an asset;
- An acceptable combination of education and experience may be considered.

This is a highly sensitive position. Criminal record and vulnerable sector checks are required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Standing for long periods of time
- Bend and Lift items frequently, including heavy items
- Exposure to hot water, steam, sharp utensils, noise, slippery flooring, hot equipment, cold and freezing temperatures

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Sufficient exposure to various conditions which could produce considerable discomfort and/or a moderate risk of accident or ill health.
- Frequent exposure to chemicals and solvents

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Required to stay alert at all times
- Must be able to visually identify risks to clients and staff and react/report quickly
- Recognize infection control risks to patients and staff and implement corrective action on a daily basis

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Interaction with clients and their families on a daily basis; the ability to maintain rational detachment is required
- Exposure to traumatic situations may cause psychological stress
- Mental strain and pressure due to deadlines for serving meals and nourishments on time

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
Date: _____	Date _____
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

9. Appendix A – List of Positions and Corresponding Information

Community	Position	Supervisor	Freebalance Code
Igloolik	12426	12428	10627-01-2-230-1000000-01
Gjoa Haven	12435	12216	10628-01-4-415-1000000-01
Gjoa Haven	12436	12216	10628-01-4-415-1000000-01
Iqaluit	13464	10941	10660-01-2-235-1000000-01
Cambridge Bay	14106	11858	10649-01-4-410-1000000-01
Cambridge Bay	12349	13798	10649-01-4-410-1000000-01