

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Cook Relief</b>
Hours of work	9 am to 5 pm: Saturdays, Sundays, Statutory Holidays and other cook shift coverage during the week (vacation, sick, etc.)
Location	Ontario Street
Reports to	Crisis Home Supervisor
Review	The Cook Relief is reviewed during the probationary period by the with annual evaluations conducted by the Crisis Home Supervisor
Appointment	Relief
Affiliation	Union
Salary	Schedule A Pay Grid
Police Checks	Police Records Check -Vulnerable Sector
Date Board Approved	

### **Position Summary**

The Cook Relief is responsible cooking and maintaining a safe and clean environment that meets safe food handling regulations in the absence of the Cook.

### **Key Responsibilities/Duties**

Serve residents in a respectful and caring way.

Prepare and maintain menu planning in accordance with the Canada Food Guide

Prepare nutritional meals for clients with special diet needs and health concerns.

Grocery shop for weekly meals for the Crisis Home and submits appropriate receipts to the Cook.

Maintain a clean and sanitary cooking quarters (kitchen) at all times.

Ensure all kitchen appliances are in working order.

Follow up on all food recalls.

Constructively participate in team meetings, seminars and training sessions as required.

Adhere to all policies, procedures and ensure adherence to program best practices.

To work from a wholistic perspective and the Seven Grandfather Teachings.

To take personal responsibility to increase sensitivity, awareness and implementation of Beendigen's cultural teachings and organizational practices in both professional conduct and work-related deliverables.

To be prepared to work in conjunction with the philosophy and mandate of the Organization.

To preserve confidentiality of all residents, clients, staff, students, volunteers and agency information.

To represent the organization in a positive and professional manner at all times.

Ensures Health and Safety compliance in the workplace by following policies,

procedures and best practices and reporting any unsafe environments.

Any other duties as requested by the Crisis Home Supervisor; commensurate with role.

The above statements are the general functions of the position, and should not be interpreted as a detailed description of all the work requirements that may pertain to the job.

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### **Key Performance Indicators**

That membership of the Staff Team contributes to the implementation of the organization's strategic plan.

Personal responsibility has been taken to increase sensitivity and awareness of the organization's Anishinabe Health and Wellness Framework.

Food expenses fall within the cook's budget.

Resident, client, employee satisfaction.

Enhanced skill level through training, learning and development.

### **Relationship of Indicators to Performance Development and Review Plan**

This position description operates in conjunction with and forms part of the annual review/appraisal and career development process. An initial review will take place during the probationary period with the Crisis Home Supervisor and then annually with the Crisis Home Supervisor.

### **Key Selection Criteria**

#### **Required**

A combination of education, training and other related experience in the area of Safe Food Handling.

Safe Food Handler Certification

#### **Preferred**

Experience working in an Indigenous organization

Ability to speak Ojibway, Oji-Cree or Cree

#### **Knowledge, Skills and Abilities**

Knowledge of Food Safe practices

Ability to meet safety and sanitation practices

Ability to meet deadlines

Ability to operate within a budget

Reliability

Cooperativeness  
Confidentiality  
Effective interpersonal relationships  
Ability to work with limited supervision  
Physical ability to perform assigned duties  
Demonstrated dependable attendance  
Initiative and good judgment  
Ability to follow written and oral instructions  
Sensitive to the needs of women and children  
Knowledge and experience in the area of Family Violence

### **Working Conditions**

Relief Cooks usually work in a kitchen/dining area where food is prepared and served, but the mission of the organization may sometimes take them to non-standard workplaces.

The Relief Cook works a flexible work week up to 40 hours providing coverage for the cook position.

### **Additional Information**

The Cook Relief is based at Ontario Street, however all employees may be required to work across other sites from time to time.

**Ontario Health and Safety (OH&S)** All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve OH&S.

#### **Employment is subject to:**

- Must provide a successful Police Records Check (Vulnerable Sector)
- Must undergo a “two step” tuberculosis skin test within 3 months of employment
- Must be willing to work Flexible hours of work (40hrs/wk.)
- Must have a valid Class “G” Driver’s license, use of an automobile and appropriate insurance coverage is required
- Must sign Oath of Confidentiality
- First Aid and CPR Certification
- Successful completion of Safe Food Handling Certification

**Funding:** Ministry of Community and Social Services

**Affiliation:** UNIFOR Local 229

**Approved By:** Board of Directors