**Job Description: Cook**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PURPOSE/OBJECTIVE**

To provide standardized role descriptions of responsibilities. This position prepares and offers food and meal services to [patients/residents/clients] and visitors, guests, or family.

**2.0 JOB SUMMARY:**

The **Cook** is responsible for meal planning, meal preparation, food service and maintaining work areas in a safe a sanitary condition within established standards.

**3.0. FUNCTION:**

Facilitate food production in the main kitchen by preparing nutritious meals and snacks within a team, reflecting the shared vision and values of [Organization’s Name] in accordance with Public Health Regulations, other applicable standards.

**4.0. EDUCATION/MINIMUM REQUIRMENTS:**

**List the qualifications or minimum requirement as required for you organization:**

* Diploma in Culinary or Chef Training OR basic cooking, food handling/service training.

**5.0. SKILLS/KNOWLEDGE**

**List the skills and knowledge as required for your organization such as:**

* Experience in large quantity food preparation in and/or seniors setting/health care setting.
* Food Safe Handling Certificate
* Knowledge of Alberta (provincial) and Canada’s Food Guide to Healthy Eating.
* Knowledge of special and therapeutic diets.
* Operation of commercial kitchen equipment.
* Strong communication, teamwork and concern resolution skill
* Effective organizational, critical thinking, problem-solving and decision-making skills.
* Organizational and time management skills
* Supervisory skills including coaching and mentoring of staff.
* Ability to effectively work independently and within a team
* Basic computer skills
* Ability to read, write and communicate in English

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
	+ Lifting up to maximum 50 lbs
	+ Carrying/transporting objects up to maximum 25 lbs
	+ Bending, crouching, kneeling, reaching, stretching
	+ Pushing and pulling up to maximum 100 lbs
	+ Standing for prolonged period of time
	+ Frequent walking covering long distances

**7.0. DUTIES AND RESPONSIBILITIES:**

**List the duties and responsibilities required for your organization in this role such as:**

* Practice safe food handling throughout including purchasing, receiving, storing, preparation, holding and serving.
* Prepare and cook food (vegetable, meats, sauces, soups, desserts for meals and snacks) within a scheduled time.
* Prepare and monitor special diets
* Tray assembly.
* Develop and modify menus as dictated by product availability.
* Document approved menu changes and menus.
* Selects and modifies menus or Able to follow a set menu.
* Assist in monitoring food item stock and manage purchasing of items.
* Manage food item stock and manage purchasing of items.
* Manage and oversee kitchen operations
* Manage quality control food items and productions.
* Perform temperature audits on food and equipment.
* Collect and dispose of waste.
* Clean and sanitize work area and equipment.
* Observe and report on [patient/resident/client] changing food habits or health status utilizing appropriate [Organization’s Name] forms or tools.
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

List the safety responsibilities required for your organization in this role such as:

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation.
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Mentor team members and employees to fulfill Occupational Health and Safety responsibilities, standards and values.
* Monitor compliance with health and safety policies, procedures, and standards.
* Communicate all health and safety information including, but not limited to, policies, procedures, standards, hazards, hazard control and safe work practices.
* Provide adequate training and supervision so that all team members can work safely.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Treat reported injuries or illness promptly and document incidences as outlined in policy.
* Identify, assess and control hazards
* Meets infection prevention and control requirements by adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures;
* Maintain a clean and orderly work area.
* Consult with all employees including Health and Safety Committee members and Health and Safety Representatives on suggested implementations and proposed changes.
* Maintain and promote a safe working environment at all times.
* Awareness of role and participating in any emergency response and/or drills. ]
* Refrain from or participate in workplace harassment and/or violence as well as ensure that no workers under their supervision are subjected to or participate in harassment or violence at the work site.

**9.0** **Occupational Job Hazards**

List the occupational job hazards (ensure that high hazards are included) for this role such as:

* Frequent manual handling requires heavy lifting, pushing or pulling and other handing manoeuvres which can result in the use of awkward postures; acute or chronic exposure may result in sprains or strains such as:
	+ Lifting boxes or crates of food
	+ Cary pots or stacks of plates
	+ Moving equipment
	+ Handling containers of drinks
	+ Unloading food and drink deliveries
	+ Cutting and deboning (meat, poultry or fish)
	+ Reaching for items on shelves or in walk-in fridges
* Transporting of carts and dollies can cause exposure to pinch points which may result in strains, sprains or falls, and fingers or crushed limbs or hand.
* Regular standing and walking for lengths of time can increase forces on muscles and tendons contributing to fatigue and/or musculoskeletal strain.
* The use of equipment can cause overexertion and exposure to pinch points, sharp points and/or moving parts which may result in strains, sprains or falls, fingers or crushed limbs or hand and cuts.
* Floor contamination such as spillages of water, sauces, oil, flour, and wet floors from cleaning can result is slips.
* Obstructions in walkways, including cables, boxes, crates, bins, cleaning, equipment can result in trips.
* Exposure to chemicals and airborne particles, which could result in skin reactions or respiratory illness.
* Exposure to electrical equipment, cords and outlets increase risk of exposure to burns and electrical shock.
* Obstructions in the walkways including debris, cords, and bins can result in trips.

**10.0 INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

**[**List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:

* General Orientation
* WHIMIS
* [Organization’s Name] **Cook** orientation program; including # of supervised shifts
* Site Specific training
* Organizational Leadership program