UNION JOB DESCRIPTION

JD140

JOB TITLE:	Cook	**JOB DESCRIPTION NO.:**	20111/C.VI.80201.001
CLASSIFICATION:	Cook 1; Transport 1	**GRID/PAY LEVEL:**	C09; C01
COLLECTIVE AGREEMENT:	Community Subsector	**HSCIS NO.:**	80201; 80897
UNION:	BCGEU	**JOB/CLASS CODE:**	SI: 20111 CI: 80201
PROGRAM/DEPARTMENT:	Mental Health & Substance Use; Withdrawal Management Services Centre	**BENCHMARKS (If Applicable):**	80201; 80897
REPORTING TO:	Senior Cook or designate		
FACILITY/SITE:	VIHA-Victoria: Various Withdrawal Management Services Sites (Pembroke, EMP Community Detox) and Supportive Recovery Locations VIHA-CI (Nanaimo-Medical Detox Clearview, Serenity Lodge)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Senior Cook or designate, prepares and serves meals including special diets. Performs routine cleaning duties; receives supplies; and monitors equipment.

Travel may be a requirement of this position. If applicable, transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and the incumbent must be able to operate a motor vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Prepares and serves meals and snacks by performing all duties, such as planning food preparation, heating and serving schedules. Testing food items for palatability, portioning and serving.

2. Receives supplies, checks invoices against orders and goods received, stores and distributes supplies.

3. Performs inventory duties such as storing and rotating all food and kitchen supplies.

4. Performs routine cleaning duties such as cleaning food preparation equipment, sweeping and mopping floors, cleaning kitchen and storage areas such as walls, ovens, and freezers, and removing garbage

5. Maintains a clean and orderly kitchen and work area at all times. Washes, scrubs, and rinses pots, pans, dishes, and utensils by hand or dishwasher.

6. Monitors the functioning of equipment, and takes corrective action within established policy and budget considerations, reports status to Clinical Coordinator or designate.

7. Completes and maintains kitchen records and documentation as set out in policy, procedure and practice, and client preferences, allergies, and special dietary needs.

8. May be required to travel to other VIHA sites to perform tasks as assigned.

9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, Professional Cook Training Certificate and recent, related experience of six (6) months or an equivalent combination of education, training and experience. Certification in First Aid and Food Safe 2. Completion of Provincial Violence Prevention within three months of employment. Valid Class V Driver's License.

Skills And Abilities

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to deal with seriously addicted and mentally ill clients and their families.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to organize and prioritize workload