UNION JOB DESCRIPTION

JD554

JOB TITLE:	Cook I	**JOB DESCRIPTION NO.:**	40422
CLASSIFICATION:	Cook I	**GRID/PAY LEVEL:**	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	20101
UNION:	HEU	**JOB/CLASS CODE:**	40422
PROGRAM/DEPARTMENT:	Medicine, Chronic Disease Management and Primary Health Care, Patient Care	**BENCHMARKS (If Applicable):**	20101
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Lady Minto Hospital		

JOB SUMMARY:

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

Under direction prepares and serves meals, special diets, baking, area cleaning and all other related duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Prepares and serves meals in conjunction with menu and standardized recipes.
2. Prepares special diets and baking items.
3. Estimates food consumption to determine quantities of meats, vegetables and other foods to prepare.
4. Prepares orders for foodstuffs in accordance with menu.
5. Receives and checks all foodstuffs entering the dietary department.
6. Records all invoices of foodstuffs received.
7. Reviews menus with Food Services Supervisor.
8. Keeps work area clean.
9. Keeps Kardex up-to-date.
10. Operates various types of food preparation equipment.
11. Visits patients to discuss dietary preferences and concerns.
12. Performs other related duties.

QUALIFICATIONS:

Education, Training And Experience

Graduation from a recognized program in cooking or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.