



UNION JOB DESCRIPTION

JD95

JOB TITLE:	Senior Cook	JOB DESCRIPTION NO.:	20094 / C.VI.80230.001
CLASSIFICATION:	Cook 3; Transport 1	GRID/PAY LEVEL:	C13; C01
COLLECTIVE AGREEMENT:	Community Subsector	HSCIS NO.:	80230; 80897
UNION:	BCGEU	JOB/CLASS CODE:	CI: 80230; SI: 20094
PROGRAM/DEPARTMENT:	Mental Health & Substance Use	BENCHMARKS (If Applicable):	80230; 80897
REPORTING TO:	Clinical Coordinator		
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 Clinical Coordinator, the Senior Cook is responsible for all aspects of the food services at Withdrawal Management Services. This position is expected to meet the nutritional needs of all patients while they are at Withdrawal Management Services by planning and developing menus and recipes, including special diets. Performs related administrative duties including scheduling staff, ordering and maintenance of provisions, monitoring expenditures, and supervision of other Cooks.

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. Plans and develops 4 week menus and recipes including special diets. Ensure that meals are served as expected and on time. Ensure that a sufficient supply of nutritious food is available to meet the daily food needs of the patients based on the Canada Food Guide.
2. Supervise part-time Cook and Casual Cook staff, assign work, providing direction and provides input into evaluations, and recommending training needs to the Clinical Coordinator. Ensure appropriate staffing levels,
3. Performs organizational duties such as completing purchase orders, receiving supplies, checking invoices against orders and goods received, storing and distributing supplies. Maintains kitchen inventory and assets.
4. Prepares and serves meals and snacks by performing all duties, such as planning food preparation, heating and serving schedules. Testing food items for palatability, and carving, portioning and serving.
5. Performs inventory audit duties such as reviewing the ordering, receiving, storing and rotating practices for all food and kitchen supplies.
6. Monitors expenditures and makes recommendations for purchases to the Coordinator; and verifies and signs for goods received.

7. Performs 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.
8. 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.
9. Monitors the functioning of equipment, and takes corrective action within established policy and budget considerations, reports status to Clinical Coordinator.
10. Completes and maintains kitchen records and documentation as set out in policy, procedure and practice, including recipes and client preferences, allergies, and special dietary needs.
11. May be required to travel to other VIHA sites to perform tasks as assigned.
12. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, Professional Cook Training Certificate and recent, related experience of three years 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.
- Ability to supervise.