



UNION JOB DESCRIPTION

JD98

JOB TITLE:	Senior Cook	JOB DESCRIPTION NO.:	20121/C.Cl.80230.001
CLASSIFICATION:	Cook 3	GRID/PAY LEVEL:	C13
COLLECTIVE AGREEMENT:	Community Subsector	HSCIS NO.:	80230
UNION:	BCGEU	JOB/CLASS CODE:	SI: 20121; CI: 80230
PROGRAM/DEPARTMENT:	Mental Health & Addiction Services	BENCHMARKS (If Applicable):	80230
REPORTING TO:	Clinical Coordinator		
FACILITY/SITE:	Styles Street Apartments, Seven Oaks Tertiary Facility, Tillicum Apartments and Cowichan Lodge Tertiary Facility		

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 Co-ordinator the Senior Cook is responsible for all aspects of the food services in assigned areas. This position is expected to meet the nutritional needs of residents by planning and developing menus and recipes including special diets. Works with residents following the rehabilitation plan, to develop meal preparation, cooking and kitchen organizational skills. Performs related administrative duties including scheduling staff, ordering and maintenance of provisions, monitoring expenditures, and supervision of other Cooks. Travel is a requirement of this position. Transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and may require the use of a personal 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. Supervises part-time and casual Cook staff, assign work, provides direction and input into evaluations, and recommends training needs to the Program Coordinator. Ensure appropriate staffing levels.
3. Using a client centred approach, provides coaching and direction to residents in the development of meal preparation, cooking and kitchen organizational skills.
4. Performs administrative duties such as completing purchase orders, receiving supplies, checking invoices against orders and goods received, storing and distributing supplies. Maintains kitchen inventory and assets.
5. Prepares and serves meals and snacks by performing all duties, such as planning food preparation, heating and serving schedules. Tests food items for palatability, and carving, portioning and serving.
6. Performs inventory audit duties such as reviewing the ordering, receiving, storing and rotating practices for all food and kitchen supplies.
7. Monitors expenditures and makes recommendations for purchases to the Coordinator; and verifies and signs for goods received.

8. 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.
9. 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.
10. Monitors the functioning of equipment, and takes corrective action within established policy and budget considerations, reports status to Clinical Coordinator.
11. 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.
12. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12

Certification as a Cook - Industry Training and Apprenticeship Commission

Food Safe 1 & Food Safe 2

Certification in CPR, First Aid

Completes Provincial Violence Prevention Curriculum and Code White Training within three (3) months of employment

A minimum of three (3) years recent, related experience in cooking and kitchen management, including experience with mental health clients in a rehabilitation setting.

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.
- Ability to deal with 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.
- Valid BC Drivers Licence.