

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MACASSA & WENTWORTH LODGES – FOOD SERVICES - LOCATION – 701 UPPER SHERMAN AVE.
HAMILTON AND 41 SOUTH ST. W., DUNDAS)

COOK - CUPE 5167 (LODGES UNIT)

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Food Services Supervisor, the Cook is responsible for the preparation of foods within legislative requirements and maintains the kitchen at Wentworth or Macassa Lodge.

GENERAL DUTIES

Prepare and cook food for regular and therapeutic requirements, special functions and non-resident meals/snacks according to pre-planned menus, standardized recipes and safe food handling practices.

Ensure correct portioning, temperature and quality control and attractive presentation of foods.

Participate in the development and maintenance of standardized recipes.

Plan and organize food preparation to meet defined time frames.

Maintain a clean and organized work area and cleanliness of equipment.
Train replacement cooks.

Function independently and as part of a team, providing assistance/guidance to dietary aides

Operate institutional kitchen equipment such as meat slicers, steamers, deep fryers, gas ovens, grills, convection ovens, blast chillers, food processors, blenders.

Participate in CQI (Continuous Quality Improvement) initiatives, including completion of appropriate documentation such as reports, audits

Monitor supplies, inform Food Services Supervisor of shortages.

Secure department and its supplies.

Participate in fire drills, evacuations and other safety measures.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Knowledge of safety and sanitation in food handling and equipment use, normally acquired through the attainment of vocational /technical training, such as a Certificate/Diploma in Food Preparation or equivalent. A Cook(Red Seal) Certification preferred.
2. Current Food Handler's Certificate or be able to obtain Food Handlers Certificate as offered by the Public Health Services within 60 days of employment. Certificate must be maintained during employment.
3. Two years' experience in large quantity food preparation in a health care or long term care setting preferred.
4. Demonstrated understanding of therapeutic diets.
5. Effective communication and human relations skills in order to respond pleasantly and professionally to staff, residents, and families.
6. Demonstrated ability to interact appropriately with and have a basic understanding of the geriatric population and resident-centered care with emphasis on achieving and maintaining customer satisfaction.
7. Ability to work independently and participate as an effective team member.
8. Demonstrated ability to communicate clearly and be able to follow written and oral instructions in English.
9. Ability to make accurate mental calculations for portion sizes and number of dishes required; ability to read menus, , recipes, temperature charts, policies and procedures in order to properly prepare food items.
10. Ability to support and project values compatible with the organization.
11. Must be able to meet the physical demands of the position includes lifting/carrying up to 25 kg, pushing/pulling force up to 22 kg, reaching, walking, and standing for the duration of the shift.
12. Must be a self-motivated, self-directed worker who requires minimal supervision with the ability to work under pressure.
13. Excellent organizational, time management and multi-tasking skills.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
