



Position Description

Position Title: Cook

Program: Residential Program: 10-suite Hospice Residence

Date Established: September 2009

Reports to: Hospice Residence Care Team Leader

Position Overview:

The Cook, under the direction of the Clinical Team Leader, is responsible for all aspects of the food service program in the hospice residence. The cook provides direction and works collaboratively with care staff and volunteers regarding meal preparation and food service. Care team members will demonstrate the desire and attitudes necessary to build a supportive team environment.

Key Responsibilities

- Provides duties consistent with the Society's mission, vision, values, policies and procedures
- Uses Food Safe handling and preparation procedures as well as ensuring safety and health standards
- Interacts with people in care and loved ones in a caring and sensitive manner that respects their dignity and quality of life
- Prepares food that meets therapeutic and nutritional diet needs, and where possible, personal preferences
- Responsible to prepare and make available baked goods for guests
- Ensure food rotation in storage to minimize spoilage and waste
- Responsible for ordering, shopping, receiving and stocking of supplies for kitchen, dining room and guest services areas
- Maintains a clean and tidy workspace including dishes,, countertops, appliances and floors in kitchen, dining room and guest service areas
- Reports maintenance issues to Clinical Team Leader
- Participates in any work-related conferences or workshops on request of the Clinical Team Leader

Qualifications: Training & Experience

- Culinary Arts Certification or equivalent training and experience
- Must possess technical proficiencies in cooking and food preparation, serving functions
- Food Safe Training Certificate
- Prior related experience in a hospital, long-term care and/or general cooking experience is required
- Direct experience in care related to end-of-life care an asset

Skills and Abilities

- Skill, knowledge and ability to set up food service systems that support the ability of the care team to offer high quality food service 24/7
- Excellent interpersonal and communication skills
- Ability to work effectively in a team environment and provide direction to volunteers
- Working knowledge of food service industry standards and regulations
- Organizational and time management abilities
- Physically able to perform the duties of the position
- Effectively carries out a self-care plan