



## Cook

### Permanent | Full time (1.0 EFT) | Days

Reporting to the Food Services Manager, the Cook is responsible for all food production activities related to providing high quality food service to residents/tenants, staff and visitors. This position requires excellent team work and leadership within the kitchen environment in a manner that reflects the mission, vision and values of Donwood Manor Personal Care Home.

#### QUALIFICATIONS

- Grade 12 or equivalent,
- Certificate in Institutional Cooking or equivalent is essential
- Food Handlers Certificate required within 6 months of employment
- A minimum of 2 years related experience in quantity food service kitchen in the hospitality sector or health care environment is essential
- Ability to relate well to the elderly
- Must demonstrate food service skills in performing tasks relative to food preparation for residents and catering needs
- Basic knowledge and understanding of proper nutrition practice and therapeutic diets pertaining to the elderly is essential
- Must be able to assign task, provide guidance to and evaluates the work performed by other dietary staff to ensure high quality of care
- Must demonstrate teamwork with strong leadership skills

#### SCOPE OF RESPONSIBILITY

- Plan and complete all cooking of food in accordance with food serving standards, including but not limited to appropriate temperature, presentation and taste.
- Assist with menu planning in collaboration with the Food Services Manager and other dietary team members.
- Supervise meal service.
- Assist with catering for all special events for residents, staff and others.
- Provide leadership and act as role model for other staff members.
- Assist with the control of food costs and to minimize waste. To report to Food Services Manager any food shortages or special items required.
- Complete ordering forms for weekly grocery orders.
- Provide guidance and support to new and existing staff.
- Provide feedback to Food Services Manager regarding staff progress.

As a condition of employment, a current Criminal Record Certificate and an Adult Abuse Registry is required within three weeks of hire date.

**Submit resume to:** Human Resources at [Career@donwoodmanor.org](mailto:Career@donwoodmanor.org)

**Closing date: 0900 November 22, 2022, open until filled**

November 15, 2022