

	<p><b>POLICY</b></p>
<p><b>DEPARTMENT:</b> Human Resources</p>	<p><b>Page:</b> 1 of 2</p>
<p><b>SUBJECT :</b> Cook Role description</p>	
<p>Last reviewed: January 15, 2025</p>	<p><b>ISSUING AUTHORITY:</b> Professional Practice</p>
<p>Next Review: January 15, 2026</p>	

**Job Summary:**

The Cook will prepare and cook high quality and nutritious meals; maintain a clean and sanitary kitchen, and ensure food is served at proper temperatures and portion sizes for residents and families based on legislative requirements and organizational policies.

The Cook is required to perform their duties in a manner that is consistent with the core values of the home to ensure resident safety and demonstrate customer service excellence.

**Accountable to:**

Nutrition Manager

**Key Responsibilities:**

- Prepare and/or be responsible for the preparation/delivery of food following therapeutic diets according to planned menus for residents and guests (as required);
- Reviews menus before preparing meals and prepares and serves them properly and attractively;
- Ensures use of proper food handling techniques;
- In consultation with Nutrition Manager and/or designate, makes menu substitutions as necessary and records these in the designated place(s).
- Meets time schedule for service of meals and nourishments;
- Follows daily production charts, standardized recipes and daily composite menus
- Assists in converting recipes to different quantities and preparing/following daily production charts;
- Dates, labels, and stores food properly;
- Participates actively in planning/preparing special occasion and theme day meals;
- Assists in receiving and storing incoming food and supplies;
- Assists in serving meals, following resident's diet and food preferences using proper serving utensils and portion sizes.
- Participates actively in any department/facility committees as requested;

- Completes all necessary documentation (food and refrigeration temperatures, dish machine temperatures if applicable, menu changes) as assigned;
- Alerts the Nutrition Manager and/or designate to problems and makes recommendations about corrective action.
- Promotes a positive team spirit within the department;
- Assists in the orientation and training of new dietary employees;
- Attends department and facility staff meetings, in-services and other required training sessions;
- Follows all health and safety policies and procedures. Works safely to reduce the risk of injury to self, co-workers, and residents;
- Wears personal protective equipment as designated;
- Maintains a clean, safe environment for residents utilizing infection control principles;
- Maintains a sound working knowledge of their roles and responsibilities during all emergency situations when working different shifts.
- Communicates and cooperates with residents and their families;
- Performs dining room rounds at mealtimes to ensure resident meal satisfaction;
- Other duties as assigned

### **Qualifications:**

#### **Formal:**

- Successful completion of Chef/Cook certification from a recognized college is preferred.
- Current Food Handler Certificate

#### **Experience:**

- Previous experience in institutional food service, preferably long-term care setting—minimum of 2 years preferred.

#### **Personal:**

- Effective active listening skills
- Effective written and oral communications skills
- Excellent time management skills
- Policies & Procedures - demonstrates knowledge and understanding of organizational policies and procedures.
- Demonstrate leadership and organizational skills.
- Be able to tolerate periods of standing or walking.
- Be able to lift 30 lbs.