

**STRATHMERE LODGE – DIETARY DEPT  
POLICY & PROCEDURE MANUAL**

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<b>Section:</b>	<b>Staffing</b>
<b>Sub-Section:</b>	<b>Position Description - Cook</b>

<b>Date of Issue:</b>	<b>May 19<sup>th</sup>, 2021</b>	<b>Replaces issue of:</b>	<b>July 21<sup>st</sup>, 2020</b>
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**POSITION SUMMARY:**

Provide residents, staff and guests with balanced nutritional meals and snacks in various textures as well as following the menu, portion size and helping with cost control.

**PRINCIPAL RESPONSIBILITIES:**

- Reads daily menu, follows production sheets and standardized recipes, thereby minimizing waste and leftovers. Is able to follow recipes for all diet types and texture modifications as required.
- Prepares food items for special diets and is aware of new diet requirements ordered.
- Prepares food items by cutting, peeling, chopping, etc. Cooks all food items according to specific duty outline and designated policy and procedure for safety and quality assurance.
- Requires operating Rational Combi-Ovens, convection oven, knives, grinder, mixer, Robocoup food processor, meat slicer and other appliances.
- Prepares the meal of the day, scheduling work and budgeting time as required. If, in an emergency, implement any necessary menu changes upon approval by the FSM.
- Follow proper portion sizes for residents and staff as outlined on production sheets.
- Must have excellent knowledge of different therapeutic diets, and what is allowed for that resident.
- Clean and sanitize equipment and work areas as required. Must follow safe food handling procedures.
- Informs Manager when food items are low or missing in a timely matter so action can be taken.
- Ensures department is adequately staffed by contacting relief staff in absence of Food Service Manager.
- Requires working in a hot humid environment, which occasionally may lead to uncomfortable, fluctuating temperatures and working conditions

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**HEALTH & SAFETY RESPONSIBILITIES:**

Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures in order to prevent injury to self or others, including: reporting injury hazards for remedy; and using personal protective equipment (PPE) appropriate to the task at hand.

- Is aware of the employee’s responsibilities and follows all health and safety policies and procedures as set out in facility manuals.
- Works to reduce the risk of injury to self, co-workers and residents.
- Is alert to and promptly reports all actual or potential hazardous situations to the immediate supervisor.
- Does not operate or use faulty equipment.
- Wears personal protective equipment or clothing as required by MSDS or facility policy.
- Promptly reports personal injury to supervisor and seeks first aid as required.
- Participates in fire safety demonstrations and fire drills.
- Know the facility fire and disaster plan.

**MINIMUM QUALIFICATIONS:**

- Certificate of qualification as a Cook issued by the Director of Apprenticeship under the *Apprenticeship and Certification Act, 1998*, or the *Ontario College of Trades and Apprenticeship Act, 2009*.
- Two years of experience in Institutional Quantity Cooking.
- Ability to meet the physical requirements of the position as specified in the Physical Demands Analysis.
- Proven communication skills.
- Food Handlers Certificate