



JOB POSTING: Cook – Food & Nutrition Services

File #: 18-638	Status: Part Time	Posting Period: OPEN
Work Location: Providence Care Hospital	Employee Group: Employee Group: OPSEU 431 (Service/Clerical staff previously under CNFIU 3001 and OPSEU 431)	Wage Rate: \$22.996 - \$23.732

Position Summary:

Reporting to the assigned department Manager, the Cook assists in meal preparation for delivery of meal, cafeteria, and catering food services and performs inventory control functions of the department. The Cook is responsible for preparing food items and managing related food inventories based on rotational meal cycle and quantity, portion control and recipe standards. The Cook performs the duties in accordance with organizational and department policies and procedures, standards set out by the Public Health Act, the Canadian Restaurant and Food Service Association's Sanitation Code of Practice and Hazard Analysis Critical Control Point (HACCP) food safety protocols and WHIMIS and Occupational Health and Safety standards.

Education & Experience:

Key Knowledge, Skills & Abilities:

Valid Inter-Provincial Red Seal Cook's Certificate, and/or a Journeyman Chef's Certificate; an equivalent combination of recognized related training and work experience in a similar role in an institutional food service environment may be considered

Valid Certificate in Food Safety Code of Practice with the Canadian Restaurant and Food Services Association (CRFA)

Minimum two years recent experience working as a cook, preferably in a hospital setting

Previous institutional experience is an asset

- Aptitude to perform basic data entry and report generation from a computerized food and nutrition system
- Demonstrated ability to work independently, quickly and efficiently, manage a full workload and meet deadlines in a production style environment.
- Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position.
- Demonstrated writing skills to complete work documents in English, such production logs and recommendations
- Demonstrated ability to understand and to follow written and verbal instructions
- Demonstrated skills reading English work documents such as WHMIS labels, Material Safety Data Sheets, Production Sheets, HACCP temperature sheets and food recipes
- Demonstrated good physical condition to meet the physical demands of the position
- Demonstrated ability to maintain client/patient confidentiality.
- Demonstrated client-centred attitude and behaviours.
- Demonstrated oral communication and interpersonal skills to receive and convey information to staff, students, clients and visitors effectively.
- Demonstrated professional and positive work attitude and behaviours in carrying out responsibilities of this position.
- Demonstrated effectiveness as a team member.
- Demonstrated effectiveness working with minimal supervision with proven reliability, trustworthiness.
- Demonstrated commitment to quality standards.
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation.
- Proven willingness to learn and acquire new information and skills
- Demonstrated ability to attend work regularly
- Satisfactory Criminal Reference Check & Vulnerable Sector Screen for external candidates if hired; must be an original copy, current within last six months
- Bilingual in French and English language, preferred

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