



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River  
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## Job Description

### IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
<b>U-07-57; CA1195</b>	<b>Cook I</b>	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
<b>Food Services</b>	<b>Manager, Support Services</b>	<b>Woodland Manor Hay River Regional Health Center</b>

### PURPOSE OF THE POSITION

The incumbent prepares safe and nutritious meals for inpatient clients and residents, Meals on Wheels clients and staff and visitors to the Hay River Regional Health Center, or the residents, staff and visitors to Woodland Manor in a manner consistent with high standards of food preparation and nutrition, under the supervision of the Manager of Support Services. As well, the incumbent assists in menu preparation, ordering and maintaining an inventory.

### SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or Náydi Kúe. The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social

Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

Reporting to the Manager of Support Services the incumbent is responsible for the preparation of safe and nutritious meals for patients, residents, staff, customers and other users of the Hay River Health and Social Services Authority in a manner consistent with high standards of food preparation and nutrition. Meals are provided for the assigned site, which may include patients, residents, visitors, 5-10 Meals on Wheels clients and approximately 15-90 cafeteria patrons for lunch meals.

Nutritious, balanced, pleasing and well-planned meals are essential to the comfort level and well being of the patients and staff.

The incumbent is responsible for ensuring compliance with all relevant legislation and regulations as well as HRHSSA policies standards and procedures.

## **RESPONSIBILITIES**

### **1. Prepares and delivers safe and nutritious meals in accordance with department policies and procedures:**

#### **Main Activities:**

- Plans menu in conjunction with the Manager of Support Services
- Prepares and coordinates meal delivery for inpatients, residents, Meals on Wheels recipients and Cafeteria patrons.
- Plans, prepares and coordinates special meals as required (i.e. Valentine's Day, St. Patrick's Day)
- Ensures that standardized recipes and approved portioning procedures are observed at all times.
- Ensures food waste is minimized.
- Ensures the palatability and appetizing appearance of food.
- Ensures that all products are prepared, stored and served according to temperature standards
- Ensures that all products in storage are covered, labeled and dated.
- Ensures cooperation with fellow employees and willingly assists where and when needed.

### **2. Responsible for the maintenance of a sanitary work area, equipment and work techniques and adherence to safety rules, policies and procedures to ensure food safety.**

#### **Main Activities:**

- Ensures work area is clean and in sanitary conditions at all times.

- Follows policies and procedures of the department as they relate to Sanitation and Food Safety.
- Abides by Workplace Hazardous Materials Information System (WHMIS) guidelines.
- Ensures temperature and other assigned quality assurance audits are completed and reported to Manager of Support Services.
- Ensures fire drill procedure is followed.
- Attends all scheduled meetings and in-service programs during on-duty hours.
- Clears dining area or patient trays, operates dishwasher, soaks and washes heavily soiled items and puts clean dishes away if assigned to Woodland Manor or H.H Williams Memorial Hospital.

### **Position Role in Client & Staff Safety:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

### **Commitment to Client Centered Care**

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.

- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

### **Criminal Record Check**

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of regulations, purchasing, personnel, policies and safety requirements.
- Comprehensive background in food preparation.
- Thoroughly familiar with foods, food preparation and equipment, safe food handling, proper storage methods and familiar with food purchasing.
- Knowledge and skills related to nutrition, cooking, serving methods, and portion control.
- Basic knowledge and skills related to menu planning in accordance with Canada's Food Guide to Healthy Eating.
- Able to work independently and with minimal supervision.
- Effective communication (written & oral), interpersonal, and organizational skills.
- Must have the ability to read, interpret and comprehend menus, procedures, recipes etc.
- Must be able to acquire within a reasonable time frame and remain current with the following mandatory certifications:
  - Non-Violent Crisis Intervention

These skills are generally acquired through completion of a Grade 12 education, a Journeyman Cooking Certificate, and preferably 2 years previous healthcare cooking experience.

### **WORKING CONDITIONS**

#### **Physical Demands**

There are significant physical demands required of this position including heavy lifting, carrying heavy items, constant standing or walking, moderate amount of bending as well as frequent repetitive movements. As well, the incumbent will be dealing with hot

equipment, food and potentially dangerous cleaning chemicals.

### **Environmental Conditions**

The incumbent works in an environment that can be hot, cold, humid or noisy at times. The incumbent works with WHMIS controlled products as well as with kitchen equipment including knives, meat slicer, and other equipment that may cause injury if not properly used.

### **Sensory Demands**

The incumbent utilizes senses to assess appropriateness and acceptability of final food product before serving item to consumers of the services of the Dietary department.


### **Mental Demands**

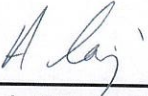
A healthcare environment can be stressful for patients, residents, staff and/or visitors and the incumbent may encounter people in difficult or dangerous situations and be required to react in a professional and timely manner. Stress is caused by the constant noise of the area as well as the need to insure errors are not made in the preparation and delivery of food to clients with specific dietary needs. The incumbent will also need to work with strict deadlines and occasionally difficult customers.



**CERTIFICATION**

**Position Number: U-07-57; CA1195**

Employee Signature	<i>Manager of Support Services</i> Supervisor Title
Printed Name	 Supervisor Signature
Date	<i>07-04-22</i> Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

 Director/Chief Executive Officer Signature	<i>July 1, 2022</i> Date
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**

Updated March 2005  
Editorial October 6, 2009  
Editorial December 16, 2009  
July 2012, name change, editorial changes  
July 2017 – scope, logo, commitment statement  
December 2020 – added NVCI requirement  
April 2022 - Náydi Kúe location update