



## **Glen Hill Strathaven**

Cook – Permanent, F/T

### **Mission:**

Guided by our Christian principles, Durham Christian Homes enriches the lives of the residents we serve and those who serve them in seniors' housing and long-term care.

### **Summary**

This position reports to the Food Services Supervisor and is responsible for ensuring that proper meals are prepared and served on time and that work areas are maintained in a safe and sanitary condition; directs dietary aides and assists in the purchasing and receiving of food and other supplies.

### **Responsibilities**

1. Ensure that established policies, procedures and work assignments are followed.
2. Ensure that meals are prepared, according to standardized menu, in adequate portions, served on time and at the proper temperature.
3. Assist the Food Service Supervisor in developing and standardizing recipes.
4. Ensure that cleaning schedules, sanitary and safety procedures are carried out; report all equipment failures and breakdowns promptly to the Food Services Supervisor.
5. Direct dietary aides as required in the performance their duties and assume responsibility for the operation of the Dietary Department if required.
6. Assist in the purchasing, receiving, and storage of foods and other supplies and maintain food records as required.
7. Check special diet orders for new admissions to ensure they are correct, as required.
8. Take inventory of food and supplies as may be required and/or requested by the Food Service Supervisor.
9. Assist in the maintenance of optimal safety standards to ensure the safety of residents and staff.  
Abide by the occupational health and safety policies and procedures.
10. Assist in the giving guidance to dietary aides.
11. Attend in-service education sessions, staff meetings, workshops etc. as directed by the Manager of Support Services.
12. Perform other related duties as required.

### **Qualifications**

- Chef training or culinary management diploma
- Must be able to read and write and follow oral instructions.
- Must have a diploma/certificate or equivalent in quality food preparation and production.
- Must be experienced as a Cook preferably in a supervisory capacity.
- Must possess an understanding of the basics of good sanitation and food handling techniques to avoid infection or the spread of contagious diseases.
- Must be knowledgeable with respect to the nutritional and other appropriate needs of geriatric residents.

**Interested applicants** may forward their resume in confidence by May 31, 2018 (or until a suitable candidate is found) to the attention of Ariane Groeneveld at [AGroeneveld@dchomes.ca](mailto:AGroeneveld@dchomes.ca); by fax **05-623-1374** or **by mail** to: Glen Hill Strathaven, Attn: **Ariane Groeneveld**, 264 King St E., Bowmanville, ON L1C 1P9.

*We thank all applicants for their interest however only those selected for an interview will be contacted.  
No phone calls please. Visit [www.dchomes.ca](http://www.dchomes.ca) for more information.*