



Tłı̨chǫ Community Services Agency
Dǫ Nake Lani Nats'etso • Strong Like Two People

IDENTIFICATION

Department	Position Title	
Tłı̨chǫ Community Services Agency	Assistant Cook	
Position Number(s)	Community (s)	Division/Region(s)
27-14126	Behchokǫ, NT	Health & Social Program/ Tlı̨chǫ

PURPOSE OF THE POSITION

The Cook Assistant is responsible for assisting the Lead Cook to ensure that all requirements of residents of the Long Term Care Facility are met in a safe, timely, efficient and effective manner.

SCOPE

The scope of the Tlı̨chǫ Community Services Agency is to manage the delivery of a range of integrated public GNWT and First Nations health, wellness and education programs and services for the Tlı̨chǫ communities of Behchoko, Gameti, Wekweeti and Whati. Established in 2005 as part of the Tlı̨chǫ Agreement, the Agency is designed to be an interim GNWT organization through which the Tlı̨chǫ Government will eventually exercise their treaty rights for self-government. The Agency serves approximately 3,000 people, employs 230 staff and has an annual budget approximately of 30 million dollars. Programs and services include K-12 education, health and wellness, child and family services, mental health and addictions, continuing care and independent living.

The Tlı̨chǫ Community Services Agency vision “Strong Like Two People” is a metaphor for the desire by community leadership to build an organization, and create programs and services, that recognize the strength and importance of two cultures. Local Tlı̨chǫ and non-Tlı̨chǫ knowledge have complementary strengths, which together can achieve solutions to contemporary problems which neither could alone.

The Cook Assistant reports to the Facility Coordinator and is responsible for ensuring that nutritional standards and dietary requirements for Long Term Care are implemented. The LTC facility must provide 3 meals a day 24/as well as nutritious morning, afternoon and evening snacks for the 18 residents. Meals are also provided for special occasions such as birthdays and Christmas dinner. Traditional foods and recipes will be used as much as possible.

RESPONSIBILITIES

1. Assists the Lead Cook to complete food preparation duties by:

Main Activities

- Consults the weekly menu to prepare cooking and preparation schedules to meet established serving times.
- Organizes the work area to prepare meals in an efficient and sanitary manner.
- Uses appropriate cooking methods as per food service policies and procedures.
- Practices safe cleaning and food storage practices to meet Food Safe and Infection Control practices.
- Prepares special menu items for residents on therapeutic diets.
- Participates in menu planning.
- Prepares menu items for special occasions.
- Takes charge of the kitchen in the absence of the Lead Cook.

2. Prepares nutritious meals and snacks and provides meal services according to resident meal plans by:

Main Activities

- Organizing supplies needed for meal service.
- Serving menu and special menu items, including traditional foods when available, in portion controlled amounts.
- Collecting and clearing dishes and cleaning the tables and chairs in the dining area after meal or snack service.
- Ensures coffee/tea and dining room resident fridge supplies are stocked.
- Cleaning dishes using the dishwasher following infection control guidelines.
- Returning all service items including dishes, utensils and equipment to their proper locations.
- Post and update daily menus in the dining room.

3. Ensure food safety and sanitation standards are maintained by:

Main Activities

- Handling and storing food according to the standards set in the Food Service policy and procedure manual.
- Ensuring refrigerators and freezers operate at the proper temperatures.
- Cleaning and sanitizing the work area and equipment using the proper chemicals and techniques.
- Establishing and following daily, weekly and monthly cleaning schedules.
- Complying with the personal hygiene sections of the Food Services Policy.
- Cleaning and maintaining all kitchen equipment properly and notifying the Facility Coordinator of the need for repairs or replacement.

4. Assists the Lead Cook to maintain inventory and waste control measures by:

Main Activities

- Inspecting refrigerators, freezers and storage areas daily to ensure adequate stock and notifying the Lead Cook accordingly.
- Verifying the quality and condition of the food being delivered, refusing delivery of all sub-standard food items and notifying the Lead Cook or Facility Coordinator.
- Following proper food rotation and disposal techniques as outlined in the Food Service Policy and Procedures manuals.

5. Performs other related duties as required by:

Main Activities

- Communicating with the Lead Cook, Facility Coordinator and the LPN about any changes in resident eating habits or preferences.
- Assists with food preparation and service for special occasions.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of nutritional and dietary requirements and menu planning for the older adult and those with special dietary requirements.
- Ability to prepare, cook and serve meals and snacks in a long term care facility.
- Able to demonstrate strong organizational skills and the ability to prioritize tasks in a team based setting.

- Ability to meet infection control standards as per the Infection Control manual.
- Strong interpersonal and listening skills and the ability to work as part of a team.
- Understands the importance of confidentiality.
- Ability to read, write and comprehend written matter.
- Basic computer skills and ability to check email.
- WHMIS training
- Basic First Aid and CPR.
- Familiarity with the safe operation of kitchen equipment such as: dishwasher, stoves, ovens, micro-wave, cooler, freezer, mixer, knives, meat slicers and other kitchen equipment to supervise food preparation, delivery and disposal.

Typically, the above qualifications would be attained by:

- Grade 12 required.
- 1 year of institutional or commercial cooking required.
- Equivalencies will be considered.
- Experience working with elderly population would be an asset.

WORKING CONDITIONS

Physical Demands

- Working in a hot kitchen for most of every shift
- Standing for extended periods during the shift
- Walking for extended periods during the shift
- Bending in various directions to provide food service and perform cleanup duties
- Lifting and carrying loads up to 25kg in weight
- Regularly engage in physical exertion
- Engages in repetitive motions in course of duties
- May operate in awkward positions

Environmental Conditions

Environment risks associated with the position include working in an industrial kitchen with equipment that can cause bodily harm such as cuts and burns, as well as exposure to cleaning chemicals and detergents.

Sensory Demands

The incumbent will spend time during a shift exposed to higher than normal room temperatures and will be required to use the combined senses of touch, sight and smell while preparing meal items.

Mental Demands

Establishing relationships with and providing meals to aged residents or clients who may be ill, disabled palliative or cognitively impaired can be stressful. Working with residents or clients who may become confused, intoxicated, physically or verbally aggressive or may have language barriers can be stressful at times. Family members can be challenging and lack understanding of the limits to care in a facility, causing stress.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

Official Language Considerations

- Not required
- Tlcho Language an asset