



IDENTIFICATION

Department	Position Title	
Tłıchq Community Services Agency	Relief Cook Assistant	
Position Number	Community	Division/Region
27-15765	Behchokq	Health and Social Program/

PURPOSE OF THE POSITION

The Relief 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 Tłıchq 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 Tłıchq communities of Behchokq, Gametì, Wekweètì and Whatì. Established in 2005 as part of the Tłıchq Agreement, the Agency is designed to be an interim GNWT organization through which the Tłıchq 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 Tłıchq 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 Tłıchq and non-Tłıchq knowledge have complementary strengths, which together can achieve solutions to contemporary problems which neither could alone.

Located in Behchokq the Relief Cook Assistant reports to the Facility Coordinator and is responsible for ensuring that nutritional standards and dietary requirements for Long Term Care (LTC) are implemented. The LTC facility must provide 3 meals a day 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. Assist the Lead Cook to complete food preparation duties.

- Consult the weekly menu to prepare cooking and preparation schedules to meet established serving times.
- Organize the work area to prepare meals in an efficient and sanitary manner.
- Use appropriate cooking methods as per food service policies and procedures.
- Practice safe cleaning and food storage practices to meet Food Safe and Infection Control practices.
- Prepare special menu items for residents on therapeutic diets.
- Participate in menu planning.
- Prepare menu items for special occasions.
- Take charge of the kitchen in the absence of the Lead Cook.

2. Prepare nutritious meals and snacks and provides meal services according to resident meal plans.

- Organize supplies needed for meal service.
- Serve menu and special menu items, including traditional foods when available, in portion controlled amounts.
- Collect and clear dishes, and clean the tables and chairs in the dining area after meal or snack service.
- Ensure coffee/tea and dining room resident fridge supplies are stocked.
- Clean dishes using the dishwasher following infection control guidelines.
- Return 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.

- Handle and store food according to the standards set in the Food Service policy and procedure manual.
- Ensure refrigerators and freezers operate at the proper temperatures.
- Clean and sanitize the work area and equipment using the proper chemicals and techniques.
- Establish and follow daily, weekly and monthly cleaning schedules.
- Comply with the personal hygiene sections of the Food Services Policy.
- Clean and maintain all kitchen equipment properly and notify the Facility Coordinator of the need for repairs or replacement.

4. Assist the Lead Cook to maintain inventory and waste control measures.

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

5. Perform other related duties as required.

- Communicate with the Lead Cook, Facility Coordinator and the Licensed Practical Nurse (LPN) about any changes in resident eating habits or preferences.
- Assist with food preparation and service for special occasions.

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

Accident and health risks associated with the position include working in an industrial kitchen with equipment and exposure to cleaning chemicals and detergents.

Sensory Demands

Work activities involve a need to concentrate on two or more sensory inputs several times daily with moderate intensity smelling / tasting during food and beverage preparation. Job holder must be able to act efficiently during emergencies.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and skills for 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.
- 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.
- 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.
- Interpersonal and listening skills and the ability to work as part of a team.
- Ability to keep personal and medical information private and confidential at all times.
- Ability to read, write and comprehend written information.
- Computer skills and ability to check email.

Typically, the above qualifications would be attained by:

Grade 12 and one (1) year of institutional or commercial cooking.

Equivalencies will be considered.

Experience working with elderly population would be an asset.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices is required.

Willingness/ability to obtain CPR and First Aid Certification and WHMIS certifications.

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

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Tlicho

- Required
- Preferred