



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Head Cook	
Position Number(s)	Community	Division/Region(s)
37-5433	Fort Simpson	Continuing Care Services/Dehcho

PURPOSE OF THE POSITION

Reporting to the Nurse in Charge (NIC), Long Term Care, the incumbent manages the overall kitchen operations at the Fort Simpson Health Center in a manner consistent with high standards of food preparation and nutrition to ensure safe and nutritious meals for the residents of the Elders Care Home.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA-Dehcho Region (NTHSSA-DR) administers all regional health and social services delivered through 3 community health centers, 5 health cabins and 1 long term care facility in the Dehcho region. The NTHSSA-DR provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis as well as to residents of the Long Term Care (LTC) facility in order to enhance healthy communities' well-being through excellence, accountability and respect for regional diversity.

The incumbent works as part of the Dietary team to provide meal service to residents of an 18 bed LTC facility as well as special requests from within the Northwest Territories Health and Social Services Authority (NTHSSA). Failure to perform duties completely, safely, and promptly, would directly affect the service delivery of the NTHSSA, and may impact the well-being and comfort of the residents of the Elders Care Home.

RESPONSIBILITIES

1. Supervises the overall food service operation at the Fort Simpson Health Center.

- Supervises dietary staff on the day to day operation of the unit.
- Ensures that staffing requirements are maintained.
- Ensures that staff schedules are generated and posted.
- Ensures that an approved dietary menu is implemented and followed.
- Provides guidance to the dietary staff.
- Ensures Food Safe Handling Practices are maintained.
- Ensures ordering and inventory control of food and supplies.
- Ensures the cleanliness of the facilities is maintained.
- Ensures cooperation with subordinates and fellow employee's and willingly assists as required.
- Ensures issues/concerns are forwarded to the NIC.
- Orientates new employees.

2. Prepares and delivers safe and nutritious meals in accordance with department policies and procedures.

- Ensures that the meal plans is followed and approved portioning procedures are observed at all times.
- Ensures the palatability and appetizing appearance of the meals.
- Ensures that all products in storage are covered, labeled and dated.
- Ensures that all products are received, prepared, stored and served according to temperature standards and Food Safe Handling Practices.
- Incorporates the use of traditional foods to meet the cultural needs of residents.

3. 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.

- Ensures the kitchen areas are clean and in a sanitary condition at all times.
- Follows policies and procedures as they relate to sanitation and food safety.
- Abides by WHMIS guidelines.
- Ensures temperature and other assigned quality assurance audits are completed and reported to the NIC.

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. Must work during emergency situations, intensity is moderate to high.

Environmental Conditions

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

Sensory Demands

Performs duties in a distracting environment daily, intensity is low to moderate. Ability to act efficiently during emergencies.

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 in the area as well as the need to ensure errors are not made in the preparation and delivery of food. The incumbent will also need to work with strict deadlines and occasionally difficult persons.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of food, food preparation and equipment, safe food handling, and proper storage methods
- Thorough knowledge and skills related to nutrition, cooking, serving methods, and portion control.
- Reliable and able to work independently and with minimal supervision.
- Effective communication, interpersonal, and organizational skills.
- Must have the ability to formulate and communicate procedures, meal plans, and schedules.
- Customer service focused.

Typically, the above qualifications would be attained by:

Completion of Red Seal Trades certificate and previous supervisory experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- 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

Aboriginal language: Aboriginal Language - not specified

- Required
- Preferred