



**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Assistant Cook	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
37-5800	Fort Simpson	Continuing Care Services/Dehcho

**PURPOSE OF THE POSITION**

The incumbent prepares safe and nutritious meals for the residents of the Elder Care Home located at the Fort Simpson Health Center under the supervision of the Head Cook. The Assistant Cook assists the Head Cook in the overall operation of food service delivery to ensure a healthy and balanced diet to the elders.

**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 Tłı̄chǫ 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 Tłı̄chǫ 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 Authority. Failure to perform duties completely, safely, and promptly would directly affect the service delivery of the department, and may impact the well-being and comfort of the residents.

## **RESPONSIBILITIES**

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

- Ensures that standardized recipes and approved portioning procedures are observed at all times.
- Ensures the palatability and appetizing appearance of food.
- Ensures that all products are stored, labeled and dated in accordance with Safe Food Handling Practices.
- Ensures cooperation with fellow employees and willingly assists where and when required.
- Provides guidance to the junior dietary staff.
- Ensures the cleanliness of the facility is maintained.
- Ensures issues/concerns are forwarded to the Head Cook.
- Orientates new employees as directed by the Head Cook.
- Incorporates the use of traditional foods to meet the cultural needs of residents

### **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.**

- 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 Nurse in Charge.

**3. In the absence of the Head Cook, assumes the responsibilities for short durations of time.**

- Ensures the Employee Schedule is prepared and posted.
- Supervises junior staff for short periods of time.
- Ensures weekly food orders are prepared.

**WORKING CONDITIONS**

**Physical Demands**

There are significant physical demands required of this position including heavy lifting, carrying heavy items, constant standing or walking, moderate bending and 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 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 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.
- The ability to speak South Slavey would be an asset.

**Typically, the above qualifications would be attained by:**

Completion of Red Seal Trades certificate or 3 - 5 years' experience working in an institutional food services environment

**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