



IDENTIFICATION

Department	Position Title	
NWT Health and Social Services Authority	Cook	
Position Number	Community	Division/Region
48-17101	Fort Smith	Operations/Fort Smith

PURPOSE OF THE POSITION

Under the supervision of the Regional Supervisor, Dietary Services, the Cook is responsible for safe food preparation for patients, residents, staff and Meals On Wheels clientele at the Fort Smith Health Centre, Northern Lights Special Care Home and in the community.

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 Tłıchǫ 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 Tłıchǫ 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 - Fort Smith Region is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and the surrounding area. The Regional facilities include one type C Health Facility and a 28 Bed Long Term Care Facility.

The incumbent works as part of the dietary team to provide meal service to residents of the Long-Term Care facility, inpatient beds, Meals on Wheels program and cafeteria.

Food Services directly impact the health and well-being of patients, residents, clients and staff. The Cook supports the production of high-quality, attractive meals consistent with current nutritional and food safety principles. The Cook completes all tasks in accordance with facility, territorial and federal legislation, policies and procedures on nutrition, special diets, hygiene, and safety and security. Failure to provide quality, nutritional food services may impact on the ability of patients/residents to recover and of staff to perform their duties. Errors in the provision of food services, particularly for patients/residents on special diets, can be dangerous 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 the smooth and efficient day-to-day operations of the Food Services department.
- Ensures that the approved menu plan, standardized recipes, and approved portioning procedures are followed.
- Ensures the consistent quality of all meals and food products.
- Ensures that resident dietary restrictions are adhered to.
- Ensures the palatability and appetizing appearance of meals.
- Assists with the procurement of food and supplies as directed by the Regional Supervisor, Dietary Services.
- Assists with the inventory control process.
- Ensures cooperation with fellow employees and willingly assists where and when required.
- Provides guidance to the dietary aides.
- Ensures issues/concerns are forwarded to the Regional Supervisor, Dietary Services.

2. Maintains a sanitary work area, equipment, and work techniques and adherence to safety rules, policies, and procedures to ensure food safety.

- Ensures the cleanliness of the facility is maintained.
- Ensures that all products are stored, labeled, and dated in accordance with Safe Food Handling practices.



- Coordinates the routine maintenance and sanitation of the kitchen facilities and equipment.
- 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 Regional Supervisor, Dietary Services.

3. In the absence of the Regional Supervisor, Dietary Services, assumes the responsibilities for short durations of time.

- Ensures the Employee Schedule is prepared and posted.
- Supervises dietary aides.
- 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.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of Red Seal Trades certificate or 2 years' experience working in an institutional food services environment

Equivalent combinations of education and experience will be considered.

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

Indigenous language: Select language

- ☐ Required
- ☒ Preferred