



## IDENTIFICATION

Department	Position Title	
Justice	Relief Cook	
Position Number	Community	Division/Region
82-12020	Fort Smith	Corrections Service / Fort Smith Correctional Complex – Women’s Unit

## PURPOSE OF THE POSITION

The Relief Cook provides food services for the complex within departmental guidelines of the Northwest Territories, in accordance with operational standards established in the Corrections Service Division, in order to provide safe and secure custody, rehabilitation and reintegration of sentenced and remanded persons in custody. As part of the facility team the incumbent will ensure the ongoing provision and enforcement of policy and services within the Corrections Service Mission, Vision and Value statement.

## SCOPE

- This position reports to the Food Services Supervisor.
- Responsible for persons in custody work crews and meal preparation of up to 50 staff and persons in custody.
- The incumbent is responsible for assisting in the implementation, and instruction of those offenders participating in apprenticeship cook program.
- Adheres to and maintains operational priorities and objectives.
- Participation in the orientation training and mentoring of new employees and/or relief workers.
- Is a Peace Officer while on duty.
- Work is directed by legislation (*Federal-Corrections Conditional Release Act, Corrections Conditional Release Act, Prison and Reformatory Act, Criminal Code of Canada, Youth Criminal Justice Act, Youth Justice Act, Canadian Charter of Rights and Freedoms and Territorial GNWT Corrections Act, Corrections Regulations, Public Service Act, Access to Information Privacy Protection Act*); and specific policies (*Corrections Service Directives, Territorial Safety Acts and Legislation and the HR Manual*).



## **RESPONSIBILITIES**

### **1. Facilitates the delivery of food services to staff and inmates.**

- Provides daily supervision of offenders engaged in food service preparation.
- Coordinates the routine maintenance and sanitation of the kitchen, its equipment, and facilities.
- Assist in the inventory control process.
- Assist in the procurement of food and supplies required for all areas of production.
- Ensuring the consistent quality of all meals and food products.
- Providing general supervision in order to check menus, supplies, recipes, and equipment and adjusting schedules as necessary to produce optimum results.
- Monitoring food service budget.
- Directing inmates in acceptable food services.
- Assuring adherence to established health and safety standards.
- Attend cross-functional meetings with management to ensure clear and concise communication.
- Coordinating menu development process to ensure the menu is varied and healthy by liaising with the Territorial Dietitian to ensure health standards are met.

### **2. Provides safe and secure custody of inmates within the facility to ensure the safety of society, inmates and staff.**

- Following, maintaining and enforcing compliance with security and safety standards.
- Following and maintaining institutional security procedures.
- Observing and assessing inmate behaviour and intervening when appropriate.
- Applying informal and formal disciplinary action.
- Collecting data and writing safety and security reports.
- Delivering contraband controls (search and frisks).

### **3. Provides direction to staff and inmates to contribute towards an effective, efficient and motivated working environment.**

- Mediates offender disputes as necessary and ensures overall morale is maintained.
- Communicates with other Supervisors, Case Managers and Senior Management on offender personnel issues to ensure group involvement and knowledge is solicited.
- Participates in or facilitates relevant staff training,
- Mentors staff to competently perform their role.
- Adheres to staff dress and department to reflect professional standards and adherence to health and safety regulations.



## **WORKING CONDITIONS**

### **Physical Demands**

Threat of physical confrontation with clients, who are high risk who may be highly emotional, intoxicated or who may be under the influence of substances. The incumbent may be required to stand for up to 6 hours on a given shift and may lift and carry bulk foods up to 40 pounds several times during a shift.

### **Environmental Conditions**

The incumbent works in a secure environment where there may be exposure to communicable diseases. This rate of exposure increases when the incumbent is engaged in direct intervention with the offenders.

As part of cooking responsibilities, the incumbent will be exposed to cooking related hazards such as; steam, hot grease, hot water, cold freezer, chemical exposure (oven cleanser) as well as dangerous equipment which includes meat slicers, large mixers, tilting skillet and knives.

### **Sensory Demands**

The incumbent must use the combined senses of sight, touch, smell and hearing to maintain an awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. illegal substances, searches, inmate grouping/gangs).

### **Mental Demands**

The incumbent will be required to interact with clients who are agitated and are the subject of a variety of court-imposed conditions resulting in potentially hostile and unpredictable behaviour that poses a significant safety risk. Further, the incumbent works in a secure environment with the presence of dangerous kitchen equipment, isolated by nature, results in exposure to high-risk situations during offender employment hours. Incumbent may be subject to phone calls and direct disruptions to family life during off-duty hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to adhere to and monitor a budget in the planning and preparation of meals.
- Ability to plan and prepare meals for large numbers of people.
- Ability to maintain and keep appropriate records to ensure efficient service levels.
- Purchasing and inventory control ability.
- Knowledge of food service procedures and practices and applicable health, safety (WHMIS), and sanitation standards.
- Leadership, interpersonal and problem-solving skills.
- Ability to supervise and instruct inmates.
- Ability to adapt and be flexible in a rapidly changing environment.

- Ability to communicate openly and effectively with an inmate
- Ability to build and maintain working relationships.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and Email programs.
- Knowledge of practical corrections techniques and theories (i.e. mental health, fire suppression, self defense, etc.) with the ability to exercise sound judgment in application (i.e. non violent crisis intervention, Suicide intervention).
- 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:**

Provincial Journeyman certificate in cooking, food safe certification and two years of related experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- First Aid and CPR certified.
- Class 5 Driver license.

**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