



# CAREER OPPORTUNITY

<b>Position:</b>	Part-Time Cooks Assistant <b>#05-2023</b>
<b>Department:</b>	Food & Nutrition Services
<b>Commencing:</b>	As soon as possible
<b>Wage:</b>	<b>\$22.86 /hour to \$23.39 /hour</b> <b>As per the CUPE 4807 wage scale</b>
<b>Deadline:</b>	Open until a suitable applicant is found.
<b>Job Description:</b>	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to [human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca) or by fax to: 807-274-2898.

For more information, please contact Human Resources at:  
[human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca)



## JOB DESCRIPTION

<b>POSITION (Title):</b>	Part-Time Cooks Assistant
<b>DEPARTMENT/SERVICE AREA:</b>	Food & Nutrition Services
<b>SITE:</b>	La Verendrye General Hospital
<b>REPORTS TO (Title):</b>	Supervisor, Food & Nutrition Services

### **QUALIFICATIONS/SKILLS/EXPERIENCE NECESSARY:**

- Minimum grade 12 education or appropriate related educational qualifications deemed acceptable by the Employer;
- Successful completion of, or current enrolment in a Food Service Worker training program at an established college as listed in the Ontario Colleges of Applied Arts and Technology Act, 2002 or a registered private career college in Ontario;
- Completion of Safe Food Handlers Course through the Northwestern Health Unit;
- Two years of experience relevant to the health care food service setting;
- Demonstrated ability to work with minimal supervision;
- Ability to understand and apply rules of nutrition, safety & sanitation;
- Demonstrated ability to correctly calculate measurements in planning for or preparing/cooking menu items;
- Visual perception to examine food and verify consistency, texture, color, and quality by observation;
- Possess good communication skills;
- Ability to work in an environment of high heat, humidity, and food odours;
- Demonstrated strong written and verbal communication skills;
- Demonstrated strong interpersonal skill with the ability to function effectively independently, within a team, with front line personnel, and management;
- Demonstrated ability to function effectively in a fast-paced healthcare environment with excellent organizational and time management skills with the ability to multitask and prioritize workload;
- Dependable with a verifiable acceptable attendance record;
- Proven ability to perform the essential duties of the position on a regular basis.

### **BASIC RESPONSIBILITIES:**

1. With direction from the Manager of Food & Nutrition Services, or designate, perform duties related to the day-to-day operation of the Department including preparing and serving food/beverages, organizing patient menus, cleaning, and other functions as required in accordance with approved standards, departmental policies, procedures, and time schedules.

### **SPECIFIC DUTIES:**

1. Receive assignments from Manager, Food & Nutrition Services or designate.
2. Prepare food/beverages as assigned.
3. Perform work on tray line.
4. Check quality, estimate quantities and ensure proper storage of food.

5. Operate, maintain, and clean dietary equipment and utensils.
6. Maintain department in a clean, safe, and sanitary condition.
7. Participate in the Department's Quality Improvement Program.
8. Carry out all work assignments safely and be knowledgeable of and in compliance with relevant regulations, policies, and procedures. (i.e., Occupational Health and Safety Act).
9. Perform all other duties delegated by the Food & Nutrition Services Manager.

**CONDITIONS OF EMPLOYMENT:**

1. Human Resource Policies
2. Corporation Policies
3. Departmental Policies
4. Union Contract