

**POSITION: COOK****JOB POSTING #:**

**DEPARTMENT:** Huron Lodge  
**POSTING TYPE:** Corporate  
**POSTING STATUS:** Regular Full-Time  
**# OF POSITIONS:**  
**SHIFT WORK REQ'D:** No

**UNION:** 543  
**JOB CODE:** 543191  
**POSITION #:**  
**GRADE/CLASS:** 0.10  
**SALARY RANGE:** \$23.47 to \$27.58 per hour (2012)  
**HOURS PER WEEK:** 40.00

**DUTIES:**

Responsible to the Manager of Dietary Services or designate is responsible for preparation, cooking, distribution and serving of meals for residents, public and staff, nourishments and special functions; coordinates the activities of Kitchen staff with regards to food preparation and distribution, dishwashing and other duties. Responsible for staffing/scheduling needs in the absence of the Supervisor or designate inclusive of all documentation as required. Must be an active representative for the Dietary Division on committees to enhance the quality of life of residents and services of Huron Lodge. Will be an active participator in effectively dealing with resident and family concerns i.e. Menu items, likes/dislikes etc. Is responsible for following resident data production, inventory and mandated data. Must ensure that all quality assurance data is completed and documented. Inventory, ordering, menu development and ability to manipulate recipes and special diets, the ability to multi-task within a production environment producing quality food products are all mandatory functions of this position. Must keep work area and equipment clean and sanitized; ensure that special diet recommendations are followed and all needed products are prepared and served. Must maintain high standards and optimum quality of food products and work environment throughout the Dietary Division; Must adhere to prescribed Ministry Standards and Huron Lodge Policies & Procedures and must complete documentation as per Ministry of Health, Ministry of Long Term Care and per Huron Lodge Policies & Procedures; communicates in a respectful manner; maintain amiable relations with residents, the public and fellow staff; Duties as assigned under Emergency Preparedness Plan; attend all mandatory in-service training; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; will perform other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have a Food Service Worker Certificate from a recognized community college and recognized by the Ministry of Health and Long-Term Care;
- Must have and maintain Journey person Cooks status with Inter Provincial Red Seal Certification;
- Must have over one (1) year experience in institutional, dietetic and quantity cooking;
- Must have a Ministry of Health and Long-Term Food Handlers Certificate from Windsor-Essex County Health Unit with applicable renewals maintained every five (5) years;
- Must possess excellent written, verbal and communication skills;
- Hazard Analysis of Critical Control Points (HACCP) knowledge is required;
- Previous experience with the elderly is desirable;
- Successful completion of any gerontological course and experience working in the hospitality industry considered an asset;
- A graduate from a recognized College or University program or post-secondary training in the area of Food Beverage Management will be considered an asset;
- Computer skills considered an asset.

**POSTING SPECIFICS:**

- Posting Period:**
- at 8:30 AM to at 4:30 PM
  - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
  - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on March 6, 2012