

EMPLOYMENT OPPORTUNITY

AT
HavenGroup

<u>DIETARY COOK – RESTHAVEN:</u>	Open to all qualified applicants (internal/external)
<u>POSTED:</u>	July 4, 2024
<u>POSITIONS AVAILABLE:</u>	.611 Dietary Cook permanent position #5
<u>SHIFT LENGTH AND TIMES:</u>	8:30am to 4:00pm (7 paid hours) and 9:30am to 5:45pm (7.75 paid hours); every other weekend;
<u>EFFECTIVE:</u>	July 22, 2024
<u>DEADLINE:</u>	July 11, 2024 at 3:00pm
<u>POSITION NUMBER:</u>	P4-332

ACCOUNTABILITY: Supervisor – Food and Nutrition Services

POSITION PURPOSE:

Reporting to the Nutrition and Foods Services Supervisor, the cook is responsible for directing and performing the daily preparation, cooking and service of safe, high quality, nutritious meals to residents, staff and visitors of the facility, following established standards, departmental/ regional policies and procedures, and government regulations and legislation.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the Mission, Vision and Values, and the policies, of HavenGroup.

The cook will interact with residents, visitors, family members and co-workers on a daily basis. It is important to understand that meals and meal times are a very important and enjoyable part of the day for our residents, therefore it is imperative that this position make every effort to make this a positive time of interaction for those we serve.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

- Grade 12 Education or equivalent.
- Certificate in an accredited Cook Training Program may be an asset.
- Current Food Handler Training Certificate Level 1 or equivalent Food Sanitation course or be willing to acquire a Food Handler Training Certificate 1 in the first month of employment.

KNOWLEDGE REQUIRED:

- Demonstrated cooking experience and ability to work in a fast-paced environment.
- Knowledge of relevant legislation and regulations, and safety standards, and ability to adhere to pertinent commercial quantity cooking.
- Knowledge of methods, principles and procedures employed in the presentation, preparation and cooking of food in an institutional setting for regular meals and special functions according to approved menus.
- Comprehensive use of English, both verbal and written.
- Basic computer skills.
- Knowledge of therapeutic and modified food textures.

- Knowledge of sanitary food handling principles and procedures.

EXPERIENCE REQUIRED:

- Minimum (1) year full time health care food service experience or institutional cooking experience.
- Other suitable combinations of education and experience may be considered.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to work efficiently.
- Demonstrated ability for attention to detail.
- Demonstrated ability to maintain an organized work environment.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to communicate effectively with staff, health care professionals and co-workers, etc.
- Demonstrated ability to maintain a positive working relationship with all staff and residents.
- Demonstrated ability to communicate in English, verbally and in writing, and following written directions.
- Demonstrated ability to handle chemicals and cleaning supplies as per defined procedures.
- Demonstrated ability to problem solve within the responsibilities of the position.
- Demonstrated competency in cash management.
- Demonstrated ability to promote safety by practicing principles of body mechanics, electrical and chemical safety, Workplace Hazardous Materials Information System (WHMIS), thermal safety and accident prevention.
- Ability to respect and promote a culturally diverse population.
- Demonstrated ability to respect confidentiality, including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.

Salary, job description and rotation available upon request

HavenGroup offers comprehensive benefit packages that vary depending on employee status that include:

- Company Pension Plan
- Dental
- Extended Healthcare
- Group Life Insurance
- Disability and Rehabilitation
- Employee Assistance Program
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For confidential consideration, please forward your application to Angie Knudsen Human Resource Officer at aknudsen@havengroup.ca. Applications may also be submitted via the following link: <https://havengroup.ca/jobs>. This position will be posted until filled.

The successful applicant will be required to submit current copies of a Criminal Record Check, including Vulnerable Sector Query, an Adult Abuse Registry Check, and a Child Abuse Check, at their own expense, prior to the start date of employment (original copies required).

***We thank all of those who express interest in this position, however,
only those invited for an interview will be contacted.***

HavenGroup is an employer compliant with public health orders.