

**Job posting:** Cook/Prep-Cook  
**Reports to:** CEO  
**Approved by:** CEO

---

### **ABOUT SHALOM VILLAGE**

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our independent living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village has something for every Hamilton senior!***

\*\*Founded by the Jewish Community, for the benefit of all individuals throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. Shalom Village welcomes and celebrates individuals from all backgrounds and faiths.

### **MISSION, VISION & VALUES**

**Our Vision:** Honouring our Fathers and our Mothers

**Our Mission:** To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

**Our Values:** At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all who live, work, volunteer or visit at Shalom Village.

**Acknowledge:** We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.

**Together:** We will support each other and believe that together we can achieve anything.

**Home:** We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.

**Organization:** We will strive for learning, innovation, accountability, transparency, and excellence in all we do.

**Memories:** We will share memories and create new ones through relationships, sharing, and celebrations.

**Enablement:** We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

**As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of fundraising to bring people together to support the hundreds of seniors whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we work together to improve the lives of Hamilton area seniors.**

**POSITION SUMMARY:** As a member of the Shalom Village dietary team, the cook will follow established policies, procedures, and standards. This position prepares and serves food for the residents, including the more complex meal preparation for the facility as required. As part of this dietary team, the cook will ensure a focus on sound nutritional practices while following dietetic professional practice standards. The cook is responsible for the production and service of high quality safe nutritious food. Reports to: Coach of Hospitality

**DUTIES AND RESPONSIBILITIES:** This position has a key accountability for resident safety by assessing for and noting any safety issues during the undertaking of their duties, reporting these issues as per policies and procedures, and taking steps to immediately rectify any safety issue noted where possible. Determined by Shalom Village and may include, but are not limited to, the following:

- Prepare and/or be responsible for the preparation/delivery of food following therapeutic diets according to planned menus for residents, guests and (as required), employees.
- Reviews menus before preparing meals and prepares and serves them properly.
- Ensures use of proper food handling techniques.
- Assists in serving meals, following resident's diet and food preferences using proper serving utensils and portion sizes.
- In consultation with Coach of Hospitality makes menu substitutions as necessary and records these in designated place. Meets time schedule for service of meals and nourishments.
- Manages mealtime activities in the absence of the Dietary Aide.
- Follows daily production charts, standardized recipes and daily composite menus, while working within a set budget.
- Completes all necessary documentation (food and refrigeration temperatures, dish machine temperatures if applicable, menu changes) as assigned.

- Assists in converting recipes to different quantities and preparing/following daily production charts.
- Dates, labels, and stores food properly.
- Assists in food purchasing if required and assist in receiving and storing incoming food and supplies.
- Monitors quality of food supplies received and advises Coach of Hospitality of problems. Reports food, supply, and equipment needs to the Coach of Hospitality.
- Completes pre-start up equipment checks as necessary.
- Complies with all provincial/long term care regulations and established dietary department policies and procedures.
- Communicates and cooperates with the staff, residents, and their families.
- Promotes a positive team spirit within the department.
- Participates actively in planning/preparing special occasion and theme meal days.
- Assists in maintaining the dietary department in a safe and sanitary manner. Be knowledgeable of, and practice, home's fire, safety, and emergency programs. May participate in resident care conferences and progress reviews.
- Follows and complies with health and safety legislation and departmental safe job procedures. Maintains good attendance record according to company policy.
- Performs other duties as are necessary and appropriate.

**QUALIFICATIONS:**

- Prefer chef training or culinary management diploma from a program that meets the standard established by the Ministry of Training, Colleges and Universities.
- Must maintain up to date certification in the Food Safety Food Safety Awareness Program offered by Hamilton.
- Experience in Long-Term Care is an asset.
- Must have experience in large quantity food preparation, preferably in health care or long-term care setting.
- Must be able to read, write and accurately follow written and verbal instructions.
- Knowledge of the Ontario Food Premises Regulation, Food Safety Code of Practice and Canada's Food Guide to Healthy Eating.
- Must have working knowledge of special and therapeutic diets.
- Possess leadership skills in the dietary department.