

Role: Cook – Long-Term Care - Part-time

Union: SEIU

Reports to: Dietary Supervisor, Long-Term Care

Hours: 37.5 hours bi-weekly

Wage: SEIU Schedule A – starting at \$25.73 per hour

Interested Applicants please submit your resume and cover letter to HR@shalomvillage.ca until filled.

Cook:

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.

Responsibilities and Duties:

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.

- 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 and attractively.
- 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 Food Service Manager makes menu substitutions as necessary and records these in designated place. Mealtime schedule for service of meals and nourishments.
- 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 receiving and storing incoming food and supplies.
- Monitors quality of food supplies received and advises Food Service Manager of problems. Reports food, supply, and equipment needs to the Food Service Manager.
- Completes pre-start up equipment checks as necessary.
- Keeps work area clean and uncluttered and completes scheduled cleaning duties.
- Alerts Food Service Manager to problems and makes recommendations about corrective action. Assists with maintaining the security of the department.
- Participates actively in department's Quality Management program and any department/home committees as requested.
- Complies with all provincial/long term care regulations and established dietary department policies and procedures.

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- 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.
- Attends department and home staff meetings, in-services and other required training sessions.
- Assists in the orientation and training of new dietary employees.
- 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 Dietary staff 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:

The successful applicant will possess the following qualifications:

- Chef Training or Culinary Management Diploma/Certificate from an Ontario college (under the *Ontario Colleges of Applied Arts and Technology Act, 2002*), or from a registered private career college (approved under the *Private Career Colleges Act, 2005*), or
- A certificate of qualification in the trade of Cook, Institutional Cook, or Chef issued under the Registrar of College (Ontario College of Trades and Apprenticeship Act, 2009), or Registrar of Skilled Trades Ontario (*Building Opportunities in the Skilled Trades Act, 2021*), or,
- A post-secondary diploma in food and nutrition management or degree in food and nutrition.
- Must maintain up to date certification in the Food Safety Awareness Program offered by Hamilton
- Preference will be given to individuals who have previous Long Term Care experience
- Must have experience in large quantity food preparation, preferably in health care or long-term care setting
- Must be knowledgeable 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
- Must be able to read, write and accurately follow written and verbal instructions
- Must be physically able to lift and transfer heavy items, hot items and stand for majority of shift
- Must be able to work accurately, quickly, and safely
- Must be an effective team player who works well with others
- Must be able to work and communicate effectively with residents of a LTC home

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

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assisted 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 is here to help create moments that matter for every senior!***

****Founded by the Jewish Community, for the benefit of all seniors 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. We welcome and celebrate individuals from all backgrounds, faiths and cultures.**

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 our stakeholders.

- **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.
- **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 philanthropy to bring people together to support the hundreds of seniors, and family members 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 harness the power of philanthropy to help us build a thriving community for our seniors, our families, and our staff.

Shalom Village is committed to diversity and inclusivity. We are excited to hire people whose skills, attitude, and abilities contribute to the success of the organization and who reflect the values of our community.

*****Shalom Village recognizes that the right fit for a position is more than just a list of criteria. If you believe you may be a good candidate, but you don't meet all the criteria, please apply, and tell us why you're a great fit in your cover letter. You may be just the person we are looking for.***

We thank all applicants for their interest, however, only those shortlisted will be contacted.

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