



**Riverstone Retirement Communities – Oakpark**

**Position:** Cook

**Location:** Ottawa, ON

**Employment Type:** Part Time (37.5 hrs. bi-weekly)

**Reports to:** Food Services Manager

**JOB SUMMARY:**

The Cook prepares and dishes the food as outlined on the menu, utilizing the standardized recipes. This individual is responsible for ensuring that the food is prepared in proper manner and presented to the residents in a palatable and appetizing appearance.

**QUALIFICATIONS:**

- Cook 1 designation
- Experience in quantity food preparation
- Familiar with Canada's Food Guide to Healthy Eating and therapeutic diets
- Ability to direct and supervise others
- Ability to understand oral and written directions
- Ability to lift heavy objects, and stand and walk short distances throughout the day and to tolerate heat from the kitchen area
- Must be free of communicable diseases
- Familiar with Hazardous Analysis Critical Control Point (HACCP), WHMIS, Health and Safety and Sanitation Code

**FUNCTIONS:**

- To prepare and serve nutritious meals for residents in a safe and attractive manner
- To work within a set budget, limit waste and adhere to residence policies and procedures
- Be knowledgeable of and practice residence's fire and safety programs
- Review regular and therapeutic menus. Set-up equipment and supplies for daily food production. Prepare food following standardized recipes. Ensure meals are served on time, at appropriate temperatures and in portion-controlled quantities.
- Sample food prior to each meal to determine palatability
- Assumes responsibility for routine departmental operations in the absence of the FSM including but not limited to: menu changes as necessary (ensuring these changes follow departmental procedures), staff replacements, purchase and receive food and supplies and place service calls for malfunctioning equipment, following departmental procedures
- Monitor the quality of food supplies and proper operation of kitchen equipment, and informs FSM of any issues and recommendations concerning corrective actions
- Maintain required records in the absence of the FSM, e.g. Menu changes, purchase orders, delivery receipts, temperature checks.
- Responsible for the clear and correct labelling of the food
- Assists in the orientation and training of new dietary personnel
- Supervise and direct dietary aides during basic food preparation and meal service
- Performs other duties and functions as required

To apply please send your resume to [hr@riverstoneretirement.ca](mailto:hr@riverstoneretirement.ca)