

Job Description

Assistant Cook – Hillsview Acres

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Assistant Cook is a valued member of the collaborative team at Hillsview Acres and contributes to the production of high-quality food in a sanitary environment under the direction of the Director of Resident Care and, in their absence, the Administrator.

The Assistant Cook's role is responsible for ensuring that proper meals are prepared and served on time and that work areas are maintained in a safe and sanitary condition. The position assists in the ordering and receiving of food and other dietary supplies; assists in maintaining a safe and secure environment for residents, visitors and other staff members. All duties are performed in the best interest of the residents and their families, in accordance with Hillsview Acres' vision, mission and values statements and with the Nova Scotia Long Term Care Legislation.

Performing the tasks identified within their scope of employment will allow other health care providers to focus on the duties and responsibilities within their job profiles and their scope of practice.

MAJOR RESPONSIBILITIES

(In collaboration with the care team) and (allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p style="text-align: center;">Food Preparation, Service and Quality</p> <ul style="list-style-type: none"> • Prepare food, which provides high nutritive value, flavour, colour, texture and appearance following standardized recipes. Ensure the food is ready to be served at required times. • Ensure food is served at the proper temperature, palpable, and portioned as set out by departmental policies; adjust, as necessary, to meet the goals and objectives of the department. • Ensure prepared food is safely stored according to Food hygiene regulations. • Participate in continuous quality improvement of the department by: regular testing of recipe finished products to ensure high quality of food being served; provide constructive ideas and solutions to problems and challenges 	75%

Description	Approximate Time Spent (%)
<p>within the dietary department; and ensure prudent use of resources and waste control.</p>	
<p style="text-align: center;">Clinical Nutrition</p> <ul style="list-style-type: none"> • Ensure that meals are nutrient-dense and meet the nutritional needs of residents, considering their health, cultural and religious preferences. • Gathering, documenting, and communicating resident food preferences and dietary/fluid intake within the Dietary Department and communicating relevant information to the Nursing Department. • Update dietary Kardex and recipe binder as required and/or needed when changes arise with current resident needs and preferences. • Participating in interdisciplinary committee work, care planning, care conferences, and department and general staff meetings. 	7.5%
<p style="text-align: center;">Compliance</p> <ul style="list-style-type: none"> • Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements. • Adhere to the policies and procedures of Hillview Acres, Home for Special Care • Carry out proper food management, temperature controls and document according to current Food hygiene regulations. • Understands and follows all health and safety policies and procedures. • Works safely to reduce the risk of injury to self, other staff members and residents. • Maintains confidentiality of residents' personal information. 	7.5%
<p style="text-align: center;">Hygiene Practices</p> <ul style="list-style-type: none"> • Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by Provincial environmental health agencies. • Ensure that cleaning schedules, sanitary and safety procedures are carried out. 	5%
<p style="text-align: center;">Operational and Administrative Systems</p> <ul style="list-style-type: none"> • Monitor, assess, order, and receive departmental supplies required to efficiently prepare and deliver food service. • Purchase supplies in accordance with the planned menu that reflect choice and preference, whilst monitoring and controlling the service from suppliers. • Participate in establishing and maintaining a home-like environment including the dining experience. • Ensure all equipment used is well maintained, in good working order; reporting any defects to the Maintenance Worker and tagging out any equipment in disrepair. • Maintain knowledge of and demonstrate the safe use and care of equipment and supplies in the Dietary Department. 	5%

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> • Participate in the orientation of new team members. • Participate in continuing education, relevant to Long-Term Care, to ensure skills and abilities are maintained and enhanced by attending in-services, workshops, books and video viewing. • Review resident/family satisfaction survey results • Review and respond to resident council meeting minutes 	

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- Grade 12 diploma

Experience:

- Previous cooking experience, preferably in a health care setting, is an asset.
- Cooking experience for large groups (not line cooking)

Knowledge/Skill/Ability:

- Pre-employment vulnerable sector check required.
- Certification in the Food Safety Awareness Program
- Knowledge of Canada's Food Guide to Healthy Eating
- Demonstrate ability and organizational skills with regards to menu planning, food preparation and presentation, and food inventory ordering, audits and storage.
- Excellent organizational and oral/written communication skills with ability to work with others in a team environment and independently
- Demonstrated ability to work on a regular and consistent basis.
- Ability to work accurately, efficiently, safely and to respond to last minute changes
- Physical ability to perform repetitive tasks: lift, squat, bend, stand and walk as required; to perform the duties of this position in a 7-day week operation
- Must be willing to gain training related to the role as per the facility's policy and guidelines and as reflected in the job duties. Examples could include CPR and First Aid, WHMIS, Infection control practices, and NVCI.



Contacts and Nature of Interactions

Frequency Legend			
Constant – every day for most of the day		Occasional – bi-weekly to monthly	
Frequent – daily		Rare – once in a while	
Regular – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Management		Regular	Communicating change in menu, grocery needs and/or dietary concerns related to residents
Nursing Staff		Frequent	Communication of resident eating and drinking behaviours and/or concerns, changes in meal schedule, and resident well-being
Recreation Director/staff		Regular	Communication regarding special event support and changes to meal schedule (as related to outings/resident absences)
ESW/Maintenance		Regular	Request for additional ESW support (ie., spills, clean up, room organization)
Family and Visitors		Occasional	Assisting with needs for the resident

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- 95 % of the time indoors
- 5 % of the time outdoors

- 0 % of the time driving a vehicle during work

Physical effort:

- Physically demanding role which includes lifting, walking, standing, pushing carts, bending, and/or turning, etc.

Mental effort:

- Active listening and monitoring skills are required
- Presenting an attitude of respect and cooperation with residents, families, and staff
- Displaying good judgement in working with residents
- Working within an environment which can change at any moment and is prepared to adapt to these situations in a respectful and understanding manner.
- Will seek support appropriately from other health care providers/supervisor.

Hours of work:

- Hours of work are in accordance with the collective agreement: 10 hour days between 0700hrs and 1700hr
- Shifts are Monday to Friday, weekends, and holidays
- Availability to pick up call-in shifts with minimal notice

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

POSITION CLASSIFICATION
(Where this position fits)



<p>Position Title: Assistant Cook – Hillsvie Acres</p>	<p>Division:</p>
<p>Department: Hillsvie Acres, Home for Special Care</p>	<p>Classification: Casual/Permanent Part-Time/Permanent Full-Time</p>
<p>Positions Supervised Directly: None</p>	<p>Reports to (Direct): Director of Resident Care</p>
<p>Salary Grade: \$22.47 per hour</p>	<p>Positions Supervised Indirectly: None</p>

(as per collective agreement)	
Hours per week: No guaranteed hours (Casual) Up to 80 hours (Part Time) 80 hours (Full Time)	Work Location: On site – Hillsview Acres
Effective Date: June 28, 2022	Revision Date: August 20, 2025