



# THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington Terrace Long Term Care Home  
Requires a  
**Casual  
Cook**

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The Cook will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

Reporting to the Nutrition Services Manager, the Cook is responsible for the preparation of meals as per posted menus and to carry out established nutrition service programmes. In the absence of the Nutrition Services Manager and Nutrition Services Supervisor, the Cook is responsible for the daily function of the Main Kitchen.

**The minimum qualifications for this position include:**

- Diploma or certificate in Culinary Management, Chef training, or certificate of qualification as a Cook from a recognized college.
- Up to three years' experience in large quantity food preparation in a health care or long-term care setting.
- Current Safe Food Handler's Certificate.
- Police Vulnerable Sector Check required upon hire.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

**This position offers an hourly range of: \$27.90 - \$32.62 (2021 Non-union Compensation Grid)**

Applicants are invited to submit a resume, clearly marked **Posting #113INT-21**.

**ATTENTION: HR DEPARTMENT**, Wellington Terrace Long Term Care Home, 474 Wellington Road 18, Fergus ON N1M 0A1. E: [careerterrace@wellington.ca](mailto:careerterrace@wellington.ca) or F: 519.846.9192. Please respond by one method of application only. No phone calls please. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Cook	<b>Reports to:</b> Nutrition Services Manager
<b>Department:</b> Wellington Terrace	<b>Positions Supervised:</b> 0
<b>Effective:</b> October 2006	<b>Revised:</b> June 2015

### **BASIC FUNCTION:**

The Cook will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

Reporting to the Nutrition Services Manager, the Cook is responsible for the preparation of meals as per posted menus and to carry out established nutrition service programmes. In the absence of the Nutrition Services Manager and Nutrition Services Supervisor, the Cook is responsible for the daily function of the Main Kitchen.

### **PRINCIPAL RESPONSIBILITIES:**

- Applies the [fundamental principle](#) of the Long-Term Care Homes Act in the operation of the home.
- Responsible for the preparation of all menu items for the residents as well as catering functions in the Home, as per posted menu and standard recipes.
- Oversees all daily operations in Main Kitchen.
- Responsible for storage of perishable foods, control of leftovers and avoidance of waste.
- Pulls advance preparation items and maintains inventories in the absence of the Porter.
- Replaces employees who are unable to report to work in the absence of the Nutrition Services Manager and Nutrition Services Supervisor.
- Produces food according to the required diet orders, textures and residents preferences and production reports.
- Participates in recipe development and seasonal menu planning.
- Completes audits and reports in a timely and efficient way.
- Maintains accurate records and communication related to recipe development.
- Monitors use and care of all food service Main Kitchen equipment.
- Participates in committee meetings as required.
- Participates in on-going education programmes within and outside of the Home.
- Participates in direct service to the residents and visitors as required.

- Responsible for other related duties as need arises.
- Responds to emergency fan-out when initiated.

**PROBLEM SOLVING RESPONSIBILITIES:**

- Prioritize workload based on the activities of the day.

**CONTACTS:**

- **Internal:** Wellington Terrace and County staff, residents and families.
- **External:** Service providers, health care consultants, delegates of the Ministry of Health and Long-Term Care.

**MINIMUM QUALIFICATIONS:**

- Diploma or certificate in Culinary Management, Chef training, or certificate of qualification as a Cook from a recognized college.
- Up to three years' experience in large quantity food preparation in a health care or long-term care setting.
- Current Safe Food Handler's Certificate.
- Police Vulnerable Sector Check required upon hire.

**SKILLS AND COMPETENCIES:**

- Ability to work as a team player on an interdisciplinary care delivery team.
- Excellent interpersonal skills with a positive history of patience, compassion and courtesy when dealing with residents and others.
- Positive attitude and desire to do the best possible job at all times.
- Ability to work all shifts as required – weekends, call-ins, etc.
- Ability to deliver resident focused care and customer service.
- Knowledge of Wellington Terrace policy and procedures.
- Excellent communication skills – both written and oral.
- Committed to increasing knowledge and skills of the job through in-service attendance and/or external education.

**OTHER:**

- Location: Wellington Terrace, Fergus, Ontario