



Cook

Position Description

Position Title: Casual Cook

Reports to: House Manager, Rosedale Hospice

Status: Casual

Position Summary: The Cook provides for the nutritional needs of the patients and ensures a clean, hygienic, comfortable and efficient home-like environment, in accordance with the philosophy and guidelines of Hospice Calgary's Rosedale Hospice. The position also contributes to a safe environment through knowledge and practice of the organization's policies and procedures.

Primary Duties and Responsibilities

- Plans and prepares patient meals in consultation with patients regarding their changing needs and preferences. Provides food options that support the changing medical needs of patients as directed by physicians and Director of Clinical Care.
- Provides options with variety in texture and flavour.
- Demonstrates compassion and professionalism in communications with patients and families respecting privacy, diversity, and confidentiality.
- Keeps records of patient meals and menus as required.
- Communicates with other cooks regarding changing patient nutrition needs through the "Communication Book".
- Prepares meals for family members and staff as time permits. Bills and receives payment for meals served.
- Plans ahead by preparing meals, baking, etc. that can be frozen for future needs.
- Ensures food is prepared and stored according to food handling guidelines.
- Provides supplies for coffee table on the patient level and in dining room.
- Shops occasionally to supplement supplies purchased and organized by the Lead Cook.
- Assumes other catering duties as requested (e.g. meetings, functions, Day Program requirements).
- Defrosts fridges, cleans stove. Maintains kitchen equipment.
- Demonstrates understanding of Hospice Calgary's *Infection Prevention and Control Policy*. Cleans kitchen including daily washing of kitchen floor in accordance with Hospice Calgary policies and procedures and provincial and federal standards and guidelines.
- Performs temperature checks for fridge and sanitizer and documents as required.
- Attends house staff meetings, as scheduled.
- Assumes other related duties as assigned by House Manager.

Qualifications:

- Previous experience working a health care setting preferred
- Ability to work in a patient and family-centred environment putting the needs of the client first
- Willingness to work as part of a multi-disciplinary team

Working Conditions:

- Availability for on-call shifts, as required (day, evenings, weekends)
- Job requires some lifting up to 25 pounds
- Job requires ability to stand for long periods of time