

*ALBERNI VALLEY HOSPICE SOCIETY***TY WATSON HOUSE KITCHEN RELIEF COOK***Job Description*

The Relief Cook is responsible for cooking meals and assisting in the operations of the kitchen at Ty Watson House (TWH). The Relief Cook will work a 2 hour shift – minimum 8 hours a week– , and also provide occasional coverage for sick days or holidays of other Ty Watson Cooks.

The Relief Cook is responsible for high quality production and presentation of food, food safety and cleanliness in the kitchen. In addition, she/he will create a professional, positive and welcoming environment for residents, family and visitors. She/he works as a team member with hospice staff and volunteers. The Relief Cook works closely and collaboratively with the Full Time and Part Time Cook. She/he reports to the House Supervisor and Executive Director.

Responsibilities Include:

1. Contribute to the weekly/monthly shopping lists.
2. Ensure that supplies in stock (including frozen and cooled supplies), are dated with description and used within the recommended storage times.
3. Assists with tracking of freezer inventory and maintains a rotation of all foodstuffs.
4. Works with the Full Time and Part Time Cooks to ensure high quality food preparation, presentation, food safety and cleanliness in the kitchen
5. Ensure that kitchen cleaning and sanitization is ongoing
6. Organize and prepare all meals at Ty Watson House
7. Familiarity with the food likes and dislikes and dietary needs of residents according to the information available. The meals should have taste appeal, easily digested, proportionally appropriate and tastefully presented. The prepared food should have nutritional value but more importantly, provide comfort.
8. All meal preparations must follow the Food Safe Guidelines
9. Note dietary changes in communication book/kardex, in consultation with nursing staff
10. Assists with maintaining other records as required. E.g. resident satisfaction surveys/ refrigerator/freezer temperatures as required by Community Care Licensing.
11. Keep clear and open communication with the care team to ensure the residents' needs are met.
12. Assists occasionally with the training and orientation of new kitchen volunteers as required

Competencies:

1. Excellent communication skills
2. Excellent organizational skills
3. Demonstrates initiative and flexibility to adapt to changes
4. Able to work with/without supervision (self-directed)
5. Able to work as a member of the Hospice Care team
6. Maintains confidentiality as outlined in the AVHS policy manual

Qualifications include:

1. Completed Hospice volunteer training course
2. Food Safe, WHMIS, First Aid certificate

Personnel: Job Descriptions: TWH RELIEF COOK
Creation: September 12, 2024