



## **Job Posting**

**Position:** Part Time - 18 hours per week.

**Locations:** La Salle, Brunkild, Starbuck, Sanford.

**Reports To:** Recreation and Community Services Manager, Macdonald-Headingley Recreation District

**Description:** The Cook is responsible for providing nutritious meals and social support to older adults in a congregate meal dining setting, which assists them to successfully age in place as independently as possible.

The Part Time Casual Cook will prepare the meals required at one congregate meal per month in La Salle. Depending on availability, the Part Time Casual Cook will also be asked to fill in for other congregate meals programs as needed.

## **Responsibilities**

### Meal Planning and Service

- Prepare the meal plan in consultation with other Congregate Meal Staff to avoid duplication of menu options.
- The menu includes tea, coffee, and water.
- Menus follow the guidelines established by the Canada Food Guide and appropriate to older adults. Minimal packaged food will be used.
- Include high quality, healthy, fresh/in season food options to the greatest extent possible.
- Be aware of Menu options for participants with known dietary restrictions.
- Purchase all groceries required for meals including condiments.
- Assist with meal delivery where appropriate.
- Assure a pleasant congregate meal setting.

### Food Safety

- Cook must follow the health and safety regulations regarding food handling as outlined by the Province of Manitoba  
<http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/food.html>
- Food must be prepared at the program location.
- Complete weekly checks of freezer and storage to ensure rotation of food stock.
- Ensure all perishable food items are dated.

### Cleaning and Maintenance

- Food preparation areas are to be maintained in a clean and sanitary manner.
- Garbage and waste are to be discarded in appropriate containers.
- Dishes, cooking materials and cleaning materials (dish cloths/towels) are to be washed and sanitized according to Province of Manitoba guidelines.

### Volunteers

- Work collaboratively with the Resource Coordinator to schedule volunteers.
- Encourage meal participants and community volunteers to assist setting the table and table clean up as appropriate.
- Supervise volunteers to ensure meal program standards are met.

### Personnel

- Maintain a neat and clean personal appearance.
- Maintain communication and good working relationships with participants, volunteers, Community Resource Coordinator.
- Maintain client confidentiality.
- Report any concerns or facility maintenance issues to the Resource Coordinator.
- Follow Congregate Meal Program guidelines.
- Keep record of working hours, sick time etc.

### Qualifications and Abilities

- Experience in food preparation for larger groups.
- Basic knowledge of Canada's Food Guide.
- A willingness to learn about special cooking, dietary needs, or food preparation for older adults.
- Food Handling Certificate is mandatory.
- Experience working with older adults and volunteers.
- Valid Manitoba Driver's License and access to a vehicle.
- Must be able to lift 50 lbs.

### Other Duties

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned without notice.