

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	CASUAL COOK Mental Health and Addictions Client Food and Nutrition Addiction Services Manager	
Issued By: Date Issued:		Date Revised: Classification:	December 12, 2011

PURPOSE AND SUMMARY

Under the direction of the Nutrition Cook – Team Leader, the Casual Cook will ensure that nutritious and well-balanced meals are planned, prepared and provided for the clients accessing the Adult Treatment Center services of Dilico Anishinabek Family Care.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction of the Nutrition Cook – Team Leader and in accordance with the program policies and procedures, the Casual Cook is responsible for:

- a. prepare and provide meals to client residents at the Adult Treatment Center, and when directed, assisting or providing food services to other Dilico Anishinabek Family Care programs;
- b. participate in routine menu planning;
- c. participate in the ordering and distribution of purchased food and supplies as directed by the Nutrition Cook – Team Leader;
- d. maintain a clean and safe work site in accordance with the program policies and procedures and any relevant legislation;
- e. maintain all documentation and records as directed by the Nutrition Cook – Team Leader or designate and the policies and procedures;
- f. participate in the Quality Assurance process and Food and Safety Inspections;
- g. prepare and provide meals for special events within the programs and attending such events when required to serve the meals;
- h. participate in the overall operation of stock control including but not limited to the rotation of food items, storage, reordering and receiving standards as set out in accordance to Dilico Anishinabek Family Care;

2. **Organizational Responsibilities**

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. Participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. **Education**

A one-day Food Handlers Safety Course Certificate is required.

2. **Work Experience**

Two (2) years' experience in food preparation, cooking and/or a nutritional service related field. Candidates without the specific education qualifications, but who possess an appropriate combination of child welfare experience and other academic qualifications will also be considered.

3. **Skills/Abilities**

- a. sound knowledge of the Anishinabek culture and the principle issues affecting the mental health of Anishinabek children, families and communities in the City and the District of Thunder Bay;
- b. Sound knowledge of the positive traditional influences that could promote mental health and wellness of Anishinabek children and families in the District of Thunder Bay.
- c. developing and maintaining respectful, cooperative working relationships with Anishinabek children, families, communities and service workers to promote an integrated, seamless delivery of service;
- d. ability to understand or speak an Anishinabek language would be considered an asset;
- e. good knowledge of nutrition, diets and food services;

- f. good knowledge in the use of diet in the treatment of alcohol and chemical dependency;
- g. ability to prepare food for special functions
- h. good written and oral communication skills;
- i. good planning, organization, liaison, problem-solving and decision-making skills;
- j. ability to work as a member of a team;
- k. ability to maintain confidentiality;
- l. ability to work within the policies, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;

CONDITIONS OF EMPLOYMENT

- a. Ability to work flexible hours and work at all services sites as determined and scheduled by the Client Food & Nutrition Service Manager;
- b. Must possess a Class "G" Driver's License and a personal, reliable vehicle;
- c. Must hold a valid Standard First Aid/CPR Certificate;
- d. Must complete a criminal records check and child welfare check is required upon hiring;
- e. Must complete a medical and receive the required immunizations as recommended by the local medical officer of health.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organiza