

1. IDENTIFICATION

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| Position No. 05-12951 | Job Title Institutional Cook | Supervisor's Position Food Services Manager (05-12918) | |
| Department Justice | Division/Region Corrections/Kivalliq | Community Rankin Inlet | Location Rankin Inlet Healing Facility |
| Fin. Code: 05870-01-3-320-0567000-01-???? | | | |

2. PURPOSE

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| <p>Main reason why the position exists, within what context and what the overall end result is.</p> <ul style="list-style-type: none"> The Incumbent will work under the direction of the Food Services Manager at the Rankin Inlet Healing Facility (RIHF). The cook will prepare meals, instruct offender workers, and conduct required kitchen operations to ensure the timely and secure delivery of meals. The position is required to ensure Food Safe, and Health and Safety regulations are followed to provide quality assurance to staff and offenders. The cook will play a key role not only in cooking and preparing meals but in teaching offenders recognized kitchen and food handling practices. |
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3. SCOPE

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| <ul style="list-style-type: none"> This position follows established policies and procedures for food services using regulations and guidelines set forth by Health Canada including but not limited to Canada's Food Guide and Food Safety Standards, Occupational Health and Safety Act, WHMIS regulations and HACCP standards, to provide quality assurance to staff and inmates. You will be directly involved in the preparation and delivery of healthy meals within our facility. This includes an understanding and adherence to Food safety procedures as well as professional conduct. |
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4. RESPONSIBILITIES

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| <p>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p> <p>1. Prepare food services for RIHF.</p> <ul style="list-style-type: none"> Under the guidance of the Food Services Manager you will help ensure the kitchen operates under compliance with Institutional, Municipal, Territorial and Federal regulations. You will maintain standards with regards to sanitation procedures, food storage, preparation, and record keeping requirements and when necessary initiate action to resolve and improve quality, service and compliance. Prepare and serve nutritious food in an efficient cost-effective manner. Adhere to policies, standards, schedules and procedures for inmate/staff meal service, including tray systems, meal distribution/delivery times, support equipment and supplies, ware washing, and equipment maintenance, sanitation and safety. Help ensure the efficient use of resources and equipment to minimize waste and maximize nutritional |
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output in a fiscally responsible manner.

- Assist with monitoring inventory levels to minimize costs, space requirements and waste without compromising quality operations.
- Assist with the cleaning, preparation, butchering and packaging of harvested Country Foods when available.

2. Assist in supervision of a small crew of offenders.

- Under the direction of the Food Services Manager you will help provide technical direction and /or training to support offenders that perform a variety of duties such as washing, cleaning, preparing foods, and the use of tools or equipment

3. Assist in the promotion of a learning environment for offenders by:

- Practicing the proper operation of equipment including the safe handling of utensils and food.
- Help demonstrate and coach offenders to learn a variety of skills on a graduated scale from washing dishes to creating soups, entrées, deserts and other related products.

4. Performs other duties as required such as:

- Promote a clean and safe working environment by maintaining compliance with safety guidelines,
- Ability to adhere to accredited regulations and codes regarding food preparation, production, storage and sanitation
- Identifying required equipment repairs and report to Food Services Manager.

4. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job. **These requirements are in reference to the job, not the incumbent performing the job.**

- Knowledge of therapeutic diets and allergies guidelines
- Knowledge of portion control
- Knowledge of Food Safety guidelines and inventory control
- Ability to plan and prepare quality meals for a large number of people
- Ability to train and mentor inmates in a secured setting
- Good verbal and written communication skills
- Sound problem solving skills
- Good interpersonal skills

Qualification requirements:

- 2 year Culinary Diploma, or Red Seal certification
- Minimum two (2) years of cooking experience in a high volume professional kitchen required.
- Food Safe Level 1 Certificate, WHMIS, and First Aid within the last three years or, must be willing to obtain within the first six months of employment
- The ability to communicate in more than one of Nunavut's official languages will be considered an asset

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

This position will require long periods of standing and working on your feet as well as the ability to lift up to 50 pounds intermittently.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Significant exposure to conditions which could produce considerable discomfort and/or a moderate risk of accident or ill health due to the nature of the facility and clientele.

- Ability to multi-task and stay on task and concentrate with some interruptions.
- Coping with the effects of working in a secured facility environment without reprieve.
- Dealing with difficult clients where the opportunity for physical confrontation is present.

Sensory Demands

Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents’ senses.

Required to stay alert (looking, hearing, listening, smelling, etc.) at all times.

- Ability to make accurate and sound judgement calls based on sensory perceptions.
- Majority of time spent in kitchen with equipment running consistently can eventually cause some hearing problems over time.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Dealing with stress related to the level of responsibility involved.

- Dealing with the stress involved with working in an environment with offenders and
- Coping with the effects of working in a secured facility environment.
- Dealing with stress involved in working with difficult clients where the opportunity for physical confrontation is present

7. CERTIFICATION

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| _____ Employee Signature | Food Services Manager (05-12918) _____ Supervisor Title |
| _____ Printed Name | _____ Supervisor Signature |
| Date: _____ | Date _____ |
| I certify that I have read and understand the responsibilities assigned to this position. | I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| _____ Deputy Head Signature | |
| Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure. | |

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check