HOSPICE CARE OTTAWA - EXTERNAL POSTING

Posting Date: Tuesday November 21, 2023
Reference No: 023-060-FSC-RSH-1.0
Position: One (1) 1.00 FTE Full Time Food Services Cook
Location: Ruddy-Shenkman Hospice, Kanata; with travel to other locations as needed
Compensation: $18.86-$22.74 an hour as outlined in the Collective Agreement
Closing Date: Tuesday November 28, 2023 4:00 pm

Who We Are:

Hospice Care Ottawa (HCO) is a community-based charitable organization whose mission is to accompany and support individuals and their families through their end of life journey by providing compassionate, high quality care. Hospice programs include Day Hospice, In-Home support, Family Support, Residential Hospice services and Bereavement Support. We rely on and value the contribution of over 600 volunteers who contribute to every aspect of our programs. HCO proudly recognizes and welcomes the diversity of our community and strive to be inclusive for all. HCO is looking for people to work in a supportive integrated environment who are committed to supporting the highest quality palliative care.

POSITION SUMMARY:

Working within the hospice, the Food Services Cook is responsible for the overall operations of the kitchen including budgeting, grocery shopping, food preparation and cleaning. The Food Services Cook will prepare meals for hospice residents, Day Hospice guest/clients, and provide catering to hospice special events. This day to day role is fully supported by a volunteer team that you will lead. This position and the equivalent position at May Court Hospice support each other for planning within the overall Food Service department for all 3 sites (including Maison de l’Est). This position is eligible for group benefits and paid personal/sick time.

POSITION REQUIREMENTS

Education, Licenses and Certificates

1. High School Diploma
2. Completion of a 1-year Food Service Worker post-secondary program
3. Possess valid Food Safe, Safe Check or Food Handler Certification recognized by the Ontario Ministry of Health

Experience

1. A minimum of 2-years working within a healthcare setting* (*an equivalent combination of education, training and experience may be taken into consideration)

Other:

1. Completion of a Vulnerable Sector Check to Hospice Care Ottawa’s satisfaction
2. COVID-19 Proof of full vaccination required and ability to continue to comply with vaccination policy

KEY RESPONSIBILITIES:
This position is responsible for Ruddy-Shenkman site, and shares responsibility for Maison de l'Est site with the May Court Hospice Cook

- Responsible for preparation and cooking including advance preparation of meals.
- Works in close collaboration with the Nursing Coordinators of the Day Hospice Program and Residence Program, to develop and maintain a healthy menu for residents and program clients.
- Responsible for supply inventory, rotation of food items, reviewing for expired food items in pantry, refrigerator, and freezer, controlling food waste and spoilage.
- Maintains inventories and prepares shopping list for meal planning
- Responsible for cleaning and sanitizing of assigned work areas, following all sanitation and PPE protocols for hospital kitchens and hospital residences
- Cleans and inspects equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation according to sanitation standards
- Ensures compliance with all applicable standards for food preparation and storage.
- Engages and develops collegial relationships with colleagues and volunteers
- Volunteer leadership, training and support
- Actively participate and contribute to a successful team/collaborative work environment
- Helps support other locations when kitchen team member is on a leave (vacation/personal/vacant position)

COMPETENCIES:

The Food Services Cook is expected and required to possess and demonstrate the following competencies in the performance of their position within the organization.

- Knowledge of food guides and safe food practices guidelines
- Ability to operate various kitchen equipment
- Ability to read and comprehend recipes or instructions, follow standardized recipes and calculate adjustments as needed
- Ability to take direction, learn procedures as they relate to the mission and values of Hospice Care Ottawa
- Be a team player with ability to adapt to changing requirements and to meet the demands and changes within the workplace
- Reliable and dependable, excellent attendance
- Ability to organize work and work under deadline
- Effective oral and written communication in English; bilingualism an asset
- Demonstrate proficiency in Microsoft Office including Outlook, Excel

Physical Demands

- Ability to stand for prolonged periods of time
- Ability to walk throughout the residence
- Ability to lift up to 30 lbs.
- Ability to push/pull over 30 lbs.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed in this job and are not an exhaustive list of all responsibilities, duties and skills required for this role.
Additional tasks may be assigned to the employee outside of their normal responsibilities from time to time, as needed. The scope of the job may change as necessitated by business demands.

Interested applicants should apply by email to Jamie Roach HR & Scheduling Coordinator jamie.roach@hospicecareottawa.ca by no later than 4:00 PM Tuesday, November 28, 2023. Please indicate Ref No: 023-060-FS-RSH in the subject line.