



## Culinary Team Member (Cook)

**St. Jacobs Place Retirement Residence** offers luxury retirement and assisted living in Ontario's rural gem, the village of St. Jacobs, at the northern edge of Kitchener Waterloo. St. Jacobs Place is locally owned and operated, contributing greatly to our embracing the local rural culture, mixing finest quality care and luxury standards, with the homey warmth and comfort of a country lifestyle. Of course it is our people who create this environment: The owner, the volunteers and the excellent caring people who work here are fully dedicated to nurturing the well being of the people who choose to make St. Jacobs Place their home. We are a lovely intimate size with only 50 suites, permitting time to really get to know our Residents and their families.

### **The responsibilities of the role include but are not limited to:**

- To prepare and serve nutritious meals for residents in a safe and attractive manner.
- To work within a set budget, limit waste and adhere to residence policies and procedures.
- Review regular and therapeutic menus. Set-up equipment and supplies for daily food production. Prepare food following standardized recipes. Ensure meals are served on time, at appropriate temperatures and in portion-controlled quantities.
- Assume responsibility for routine departmental operations in the absence of the Culinary Manager including: menu changes as necessary (ensuring that these changes follow departmental procedures), staff replacements, and calling the General Manager after hours to have purchases of food and supplies done and place service calls for malfunctioning equipment, following departmental procedures. Monitor the quality of food supplies received and the proper operation of kitchen equipment.
- Maintain required records in the absence of the Culinary Manager, eg. menu changes, purchase orders, delivery receipts, temperature checks, correct labelling of excess food.
- Perform duties as outlined and any other related duties that may be assigned from time to time.
- Use proper infection control techniques and be knowledgeable of the residence's fire and safety programs.
- Complete annual training

### **Requirements:**

- Ability to speak, read and write in English. Must be able to follow verbal and written directions and to complete simple arithmetic calculations.
- Ability to do extensive standing, walking, squatting, and lifting as it pertains to your duties.
- Completion of a TB Test, and a Police Record Check and Vulnerable Sector Search as per the Retirement Homes Act. Provide negative COVID-19 test
- Experience in a healthcare setting (+2 years)
- Food Handling Safety Certification (preferred)

The successful candidate will possess the ability to work efficiently and follow direction effectively. They will recognize that there is little to no room for error in ensuring the safety of the residents. They will be able to handle any emergency situations that arise during their shift and act accordingly to ensure the safety of the residents, staff, and their self. They will interact with all residents with kindness, respect, and patience.

Hours: Days, Evenings, Weekends

Salary: \$17.50 per hour

St. Jacobs Place Retirement Residence is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please speak with the General Manager.

Please contact us by email at [aprilallensjp@gmail.com](mailto:aprilallensjp@gmail.com) with your resume or call (519)664-6637 ext#405 to find out more details

Thank you for considering us as your way of fulfilling life for not only yourself but others.