



Cook 128R5-22-1
Iroquois Lodge, Health Services
Part Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **December 7, 2022**, for the Cook with Iroquois Lodge, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.** Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Cook reports to and works under the direction and supervision of the Food Services Supervisor. The Cook will prepare all foods on regular and modified diet menus to Residents. The cook will assist the Food Services Supervisor in the performance of statutory /operational nutrition and hydration services. The cook will also perform other duties as assigned.

The Cook will assist the Food Services Supervisor by planning and providing the nutritional necessities in a safe, clean environment to all residents of Iroquois Lodge within the policies and procedures as established by the Administrator/Manager of Iroquois Lodge and the Ministry of Health and Long Term Care.

Type	Part Time
Closing Date	December 7, 2022
Term:	Permanent
Hours of Work	28-30 hours bi-weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Current First Aid & CPR, or willing to train/re-certify
- Possess a certificate of qualification as a Cook, Assistant Cook, or Red Seal Cook granted by a college established under the Ontario Colleges of Applied Arts and Technology Act, 2002 or a by a registered private career college and approved by the Superintendent of Private Career Colleges under the Private Career Colleges Act, 2005 (Long-Term Care Homes Act, 2007)
- Current Food Handlers Certificate, or willing to train/re-certificate
- Preferred experience in a Long-Term Care facility
- Complete understanding and application of the Resident's Bill of Rights required
- Clear understanding of resident centered care
- Must provide a clear Vulnerable Sector screening check prior to employment
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination
- Must have working knowledge of Ministry of Health and Long-Term Care Act and associated regulations

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Cook – Part Time – 128R5-22-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Cook

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Food Services Supervisor.

PURPOSE & SCOPE OF THE POSITION:

The Cook will prepare all foods on regular and modified diet menus to Residents. The cook will assist the Food Services Supervisor in the performance of statutory /operational nutrition and hydration services. The cook will also perform other duties as assigned.

The Cook will assist the Food Services Supervisor by planning and providing the nutritional necessities in a safe, clean environment to all residents of Iroquois Lodge within the policies and procedures as established by the Administrator/Manager of Iroquois Lodge and the Ministry of Health and Long Term Care.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Prepares all foods required for regular and modified diet menus
- Reviews menu to determine types of meal service items needed
- Always prepares the breakfast menu, main meal at noon, and light meal in evening in accordance with menu, standardized recipes and preparation/production lists
- Plans schedule in conjunction with the Food Services Supervisor to ensure food will be ready at specified time
- Willingness to assist and/or perform duties (i.e. mop up of spills, serving of beverages to residents at meals, storing of bi-weekly food order)
- Serves food to residents as assigned
- Portions food accurately as specified in therapeutic spreadsheets
- Cleans kitchen areas as assigned by Food Services Supervisor using correct cleaning and sanitizing products and procedures
- Assists in maintaining a safe environment for residents and staff by following Health and Safety policies and procedures and reporting hazardous situations in the appropriate manner
- Assists in maintaining a safe, neat, clean environment for residents and personnel
- Maintains high standards of personal cleanliness and presents for work in proper, clean dress at all times

- Practices safety-good body mechanics usage as per Iroquois Lodge policies
- Assists in the training, guiding and supporting of new staff through the orientation period
- Specific procedures will be listed on Job Routines and/ or assigned by the supervisor. This includes Activity and dining programs

2. **Communications Functions:**

- Effective liaison with supervisors, staff, community members, general public and Chief and Elected Council
- Cooperates with all other internal departments for the general safety and comfort of all residents and staff
- Effective communication with external bodies such as other First Nations, federal, provincial and municipal governments/agencies and other organizations
- Represents Six Nations Elected Council and community in a positive, courteous, cooperative and professional manner
- Maintain confidentiality with regard to residents, staff and the internal affairs of Iroquois Lodge

3. **Administrative Functions:**

- Completion and submission of: timesheets, leave forms, performance appraisals in accordance with Six Nations Elected Council policies and procedures
- Completion of log in/out procedures as required
- Perform work functions in accordance with Six Nations Elected Council and Iroquois Lodge policies and procedures
- Attend meetings as required including but not limited to staff meetings, committee meetings, Elected Council meetings and/or political portfolio meetings
- Must be willing to attend pertinent educational and/or job related workshops, in-services and conferences
- Ensures submission of documents to Administration office as required

4. **Other Functions:**

- Performs other duties as requested by the Food Services Supervisor
- Provides support and assistance in responding to Iroquois Lodge Emergency Plans as instructed by the Administrator/Manager of Iroquois Lodge
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services
- Attends in-service education programs and participates in learning needs assessment
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to resident safety, staff safety and risk management

WORKING CONDITIONS:

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- A cook must have physical strength and endurance to sustain the physical work demand as they spend long hours standing and walking about from task to task, and are required to lift
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- and carry equipment and supplies. They must be prepared to work in hot, cold and humid environments
- Must be able to stand, walk short distances, lift up to 10 kilograms (approximately 20 pounds) and be able to operate various pieces of kitchen equipment
- A cook must be reliable, adaptable to fast-paced activities and changes, able to remain calm in hectic circumstances, able to plan and organize their tasks, and be a strong team player
- A cook must be able to work shifts on a rotation basis, including holidays and weekends. They must also be prepared to work long hours when required. Cooks are an essential service at Iroquois Lodge, and as such may be required to stay beyond their normal hours of work in order to guarantee continuity of service to Residents
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WORKING RELATIONSHIPS:

With the Food Services Supervisor

- Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively at all times.

With the Community and Other Staff

- Represents and promotes Six Nations Elected Council in a courteous, cooperative, and professional manner. Exhibits courtesy, cooperation and team work with all staff.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Current First Aid & CPR, or willing to train/re-certify
- Possess a certificate of qualification as a Cook, Assistant Cook, or Red Seal Cook granted by a college established under the Ontario Colleges of Applied Arts and Technology Act, 2002 or a by a registered private career college and approved by the Superintendent of Private Career Colleges under the Private Career Colleges Act, 2005 (Long-Term Care Homes Act, 2007)
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- Must have working knowledge of Ministry of Health and Long-Term Care Act and associated regulations

Other Related Skills:

- Good knowledge of the Six Nations community and highly sensitive to Six Nations culture
- Understanding and communicating in one of the Haudenosaunee languages would be an asset
- Demonstrates knowledge of Six Nations Elected Council policy and procedures as well as Iroquois Lodge policies and procedures
- Willingness to participate in facility and community emergency events as required
- Computer skills is an asset
- Ability to communicate effectively in English (written and verbal)

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.