



Cook 128R7-22-1
Iroquois Lodge, Health Services
Part Time
(Multiple Vacancies)

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) 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/>. **The job posting will remain open until all vacancies are filled. Applications will be reviewed by the Selection Panel as they are received. 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 Food Services Supervisor and Dietician. He/she will also work under the direction of the Administrator and Director of Nursing, where needed. The Cook will prepare all foods on regular and modified diet menus for residents. The cook will assist the Food Services Supervisor and Administration in the performance of statutory/operational dietary services. The cook will also perform other duties as assigned by the Food Service Supervisor.

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

Type	Part Time
Closing Date	Posting will remain open until position filled
Term:	Permanent
Hours of Work	28-30 hours bi-weekly
Wage	\$18.00-\$20.00/hr

BASIC QUALIFICATIONS:

- First Aid & CPR, or willing to train.
- Food Handlers Certificate, or willing to train.
- Willingness to take direction and instruction.
- Must possess initiative and ability to work independently.
- Excellent written and verbal communication skills.
- Good organizational skills.
- Possess ability to analyze problems and recommend solutions.
- Willingness to assist and/or perform duties (i.e. mop up of spills, overflows and spills).

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.

- Must be willing to attend pertinent educational and/or job-related workshops, in-services, and conference.
- Willing to undertake other duties as may be assigned by Food Services Supervisor, Dietician and Administrator.
- Must be able to prioritize tasks and meet deadlines.
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination.
- Provide proof of COVID vaccination

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 – 128R7-22-1
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0



Cook IROQUOIS LODGE

Reporting Relationship:

The worker will report to the Food Services Supervisor and Dietician. He/she will also work under the direction of the Administrator and Director of Nursing, where needed.

Purpose & Scope of the Position:

The Cook will prepare all foods on regular and modified diet menus for residents. The cook will assist the Food Services Supervisor and Administration in the performance of statutory/operational dietary services. The cook will also perform other duties as assigned by the Food Service Supervisor.

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

Duties & Responsibilities:

Technical Functions

- Prepares all foods on regular and modified diet menus.
- Reviews menu to determine types of meal service items needed.
- Prepares breakfast, lunch and dinner for residents in accordance with the menu that has been provided.
- Plans schedule in conjunction with supervisor and/or dietician to ensure food will be ready at specified time.
- Serves food to residents as assigned.
- Portions food accurately as specified in recipe.
- Cleans kitchen areas assigned by Food Services Supervisor using correct cleaning and sanitizing.
- Assists in maintaining a safe environment for residents and staff by following safety policies and procedures and reporting hazardous situations in the appropriate manner.
- Assist in maintaining a safe, neat, clean environment for residents and personnel.
- Attends in-service education programs and participates in leaning needs assessment.
- High standards of personal cleanliness and present in proper dress attire.
- Practices safety-good body mechanic usage as per nursing home policies.
- Assist in the training, guiding and supporting new staff through the orientation period.
- Is aware of the Resident Bill of Rights and endeavors to respect and promote it.
- Must be able to stand, walk short distances, and be able to handle various pieces of kitchen equipment.
- Specific procedures will be listed on Job Routines and/or assigned by the supervisor. This includes Activity and dining programs.
- Performing other duties as assigned.

Communication Functions:

Effective liaison with supervisors, staff, resident, resident family, community members, compliance advisors, the public and Iroquois Lodge either in person or through telecommunications.

Participates in labour/management issues, i.e. grievance procedures and labour management relations.

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Preparation of internal/external documentation used internally.

Represent Iroquois Lodge and community in a positive, courteous, cooperative, and professional manner.

Administrative Functions:

Performs work functions in accordance with Iroquois Lodge policies and procedures, as well as Ministry of Health Long-Term Care.

Ensures submission of documents to administrative office as required.

Complete required reports for Dietician/Nurses/Administrator in timely fashion.

Other Related Functions:

Performs other duties as requested by the Food Services Supervisor.

Working Conditions:

Work requires a high degree of interaction with Food Services Supervisor, Dietician, staff, residents, and their families. Work requires extensive physical activity; subject to demands, deadlines, some stress situations, and interruptions; work unscheduled hours; interaction with other departments/organizations; need to prioritize tasks, maintain composure in demanding situations, and maintain confidentiality.

Working Relationships:

With Iroquois Lodge's Food Services Supervisor & Dietician

Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are always completed efficiently and effectively.

Exhibits courtesy, cooperation, and teamwork with all departmental staff. Represents and promotes Iroquois Lodge in a courteous, positive, and co-operative manner, and help residents when necessary.

Knowledge & Skills:

- First Aid & CPR, or willing to train.
- Food Handlers Certificate, or willing to train.
- Willingness to take direction and instruction.
- Must possess initiative and ability to work independently.
- Excellent written and verbal communication skills.
- Good organizational skills.
- Possess ability to analyze problems and recommend solutions.
- Willingness to assist and/or perform duties (i.e. mop up of spills, overflows and spills).
- Must be willing to attend pertinent educational and/or job-related workshops, in-services, and conference.
- Willing to undertake other duties as may be assigned by Food Services Supervisor, Dietician and Administrator.
- Must be able to prioritize tasks and meet deadlines.
- Medical certificate of good health and up to date immunization record including willingness to have yearly influenza vaccination.
- Provide proof of COVID vaccination
- Ability to provide a Criminal Reference Check (Vulnerable Persons Screening) prior to beginning employment.

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Impact of Error:

Errors in carrying out duties could result in financial loss, decrease in environmental cleanliness and safety for residents and staff. Errors in duties could result in harm or injury to Residents, Self and Co-Workers. Errors could result in embarrassment to the Iroquois Lodge, community and administration, loss of public confidence and unnecessary conflict leading to lack of trust.

Control:

Guidance principles set by the Administrator and by the Six Nations Council for Iroquois Lodge and Ministry of Health and Long-Term Care. Works within the administrative policies and procedures established by Iroquois Lodge and other legislation provided by the respective governmental agencies (Ministry of Health).

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