

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested Class

Supervisory Level

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The position is part of the multi-disciplinary care team at PCBC which requires them to support, supervise and manage trauma-based behaviors for the youth as required.

The Cook is responsible to plan and develop menus in accordance with the Canada Food Guide and that meet youth's dietary and cultural needs. The Position is also responsible for all aspects of food preparation, including inventory, ordering, receiving, food safety (including sanitation), storage, budgeting and actual meal preparation for their program as

well as the centre events as required. In addition, they are responsible for all household supplies for their program and for ensuring their program passes health inspections.

Primary responsibility is to plan and prepare meals within an established budget, as well as the maintaining a safe inventory of food and supplies for the Centre. Position develops, evaluates and adjusts menus based on youth's individual dietary and/or cultural needs. Position also has responsibility to

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Plan and prepare meals in accordance with established weekly menu plans.

- Prepare and serve meals in accordance with youth's dietary/cultural needs, weekly menu plans and the Canada Food Guide.
- Monitor youth's participation in meal clean-up and ensure safe food storage.
- Maintain the kitchen/kitchen equipment and food storage areas in a clean, safe, sanitized and serviceable condition.
- Chef will be responsible for completing an Equipment Inventory every three months.
- Each houseparent is responsible for completing and submitting the following inspections/checklists as per the identified timelines: Bottle Checks - every 6 months; Chlorine Checks - daily; Cleaning - weekly; Kitchen inspection - monthly as well as monthly OH&S inspection checklists.

2. Financial Responsibilities

- Stay within established budget All Chef are to operate within an allocated budget and be accountable for their inventories.
- Order and control all of the Centre's supplies of meat, groceries, produce and kitchen supplies, laundry, cleaning supplies..
- Being aware of food supply issues and the impact to budget and availability (ordering within season, etc.)

3. Supervise resident youth

- Provide guidance and direction, implementing clear limits
- Model and reinforce appropriate behaviours
- Occasionally assist with supervising youth on special activities outside the living unit
- Participate in special activity planning for events such as birthdays, camping trips, social functions, etc
- Supervise youth performing meal preparation and clean-up, providing concrete tasks
- Observe youth and apprise unit staff of their progress
- In conjunction with Ministry of Education (school credit) or with the YYC Work Experience program, the Cook

teaches and supervises youth in a kitchen-based environment for work experience.

4. Attend training related to nutrition, food safety, WHMIS, meal preparation, health inspections, first aid and

all other centre related training in relation to Accreditation (which includes child and youth care trauma-based learnings).



Problem Solving

Typical problems solved:

Position provides guidance, direction and supervision to youth with trauma-based needs

Types of guidance available for problem solving:

Contact Cook Supervisor with concerns. If a decision or agreement cannot be reached the following step is to reach out to the manager.

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Required Education, Experience and Technical Competencies

Education Level

Certificate (1 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Journeyman Certificate in Cooking

Job-specific experience, technical competencies, certification and/or training:

Journeyman Certificate in Cooking, Standard First Aid, Food Safety and WHMIS. Position requires knowledge of nutritional menu and food preparation for large groups. Must have an understanding of dietary requirements, cultural needs, purchasing and budgeting skills. Requires communication skills and the ability to work with adolescents with trauma-based needs. Must possess reasonable knowledge of related legislation and Accreditation Standards.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> Asks questions to understand a problem Looks for new ways to improve results and activities Explores different work methods and what made projects successful; shares learning Collects breadth of data and perspectives to make choices 	
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes	

	initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Date yyyy-mm-dd Employee Signature

Supervisor / Manager Name Date yyyy-mm-dd Supervisor / Manager Signature

Director / Executive Director Name Date yyyy-mm-dd Director / Executive Director Signature

ADM Name Date yyyy-mm-dd ADM Signature

DM Name Date yyyy-mm-dd DM Signature