

New

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

Requested Class

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Provincial Campus Based Care

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

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.

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.

- Houseparents 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 - bi-monthly; Cleaning - bi-weekly; Kitchen inspection - monthly as well as monthly OH&S inspection checklists.

2. Financial Responsibilities

- Stay within established budget All Houseparents 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 and personal supplies for youth.
- 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:

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 interact with youth as part of the multi-disciplinary care team.

Types of guidance available for problem solving:

Unsure

Direct or indirect impacts of decisions:

Unsure

Key Relationships

Major stakeholders and purpose of interactions:

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

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)	Other		

If other, specify:

Journeyman Certificate in Cooking, Standard First Aid, Food Safety and WHMIS.

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. There is more of a defined role as a member of a multi-disciplinary care team. They do not have a Dietary Supervisor;

they are fully responsible for menu planning, meal prep etc. They have a supervisor for administrative related responsibilities only

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		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Benchmarks

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

043CK51

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.

Employee Name 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