

**WINNIPEG MENNONITE SENIORS CARE INC.**  
**Lindenwood Manor / Terrace**

***COOK JOB DESCRIPTION***

Lindenwood Manor / Terrace are a non-profit, assisted living senior's apartment complex. It is owned and operated by Winnipeg Mennonite Seniors Care Inc. The mission of the Board of Directors and the sponsoring churches is to provide retirement living with supportive services. The goal is to provide seniors with a wide range of housing, recreational, and social services in a caring and supportive Christian community.

**REPORTING RELATIONSHIP:** Sous Chef or designate.

**QUALIFICATIONS:** The ability to work effectively and in an organized and efficient manner. A City of Winnipeg Police Check is mandatory. A provincial or out of province police check may be required. A current Food Safe Certificate is also mandatory. Must be bondable.

**QUALITIES:** The ability to work in a team setting and provide professional services to residents with persons within the Food Services Department; Individual initiative; Flexibility. The ability to follow directives, systems, and procedures appropriately. Have excellent interpersonal communication skills. A commitment to provide the best care, welfare, safety and security of the seniors we serve. A commitment and belief to the standards consistent with the Christian values and philosophy of Lindenwood Manor / Terrace.

**POSITION ABSTRACT:** This full-time / part-time / casual position is responsible for all kitchen services related to the Lindenwood Manor / Terrace as directed by the Sous Chef.

**DUTIES & RESPONSIBILITIES;**

1. To be responsible for the preparation and delivery of the daily menu, including, but not limited to:
  - a. Preparing all meals and ensuring their delivery at meal times when on duty;
  - b. Preparation of foods (including meat and fish) for meals, the next meal, next day, for functions, or as directed by the Sous Chef or designate;
  - c. Making the Sous Chef or designate aware of any ingredients and/or supplies that are or may be needed;
  - d. To report any possible / probable shortages of supplies and specifically in regards to menu items well before they run out.
  
2. To be responsible for the use of proper Food Safe Standards and general cleanliness techniques, including, but not limited to:
  - a. Sweeping and mopping the floor;
  - b. Regular Hand washing
  - b. Washing the line kitchen equipment, preparation areas, sinks, walls, shelves.

- c. Manual washing, rinsing, and sanitizing of pots & pans (changing water when necessary);
  - d. Removal of Food Service garbage / recycling
  - e. Following of proper sanitation procedures in all aspects while on duty;
  - f. Assisting the servers with their clean-up duties if required;
  - g. Any and all other cleaning duties that is required.
3. To carry out responsibilities in a professional manner.
  4. To report to the Sous Chef or designate regarding any unusual or difficult situation(s) in respect to the Food Services Department. Such as:
    - a. Concerns with any rude and disrespectful residents;
    - b. Concerns with other staff members;
    - b. Safety concerns;
    - c. Potential harassment concerns.
  1. To attend staff meetings as called by the Food Services Director or Executive Director.
  6. To maintain a positive, healthy, and respectful attitude in all situations.
  7. To co-operate with the dining room staff at Lindenwood Manor / Terrace in the delivery of food services to the residents.
  8. To co-operate with the kitchen and dining room staff of the other location when assigned shifts and when not assigned shifts at the other location.
  9. To co-operate with other non-food services staff at Lindenwood Manor / Terrace in the delivery of services to the residents.
  10. To be in good physical condition and be able to lift up to 50 pounds with proper lifting techniques.
  11. The accurate and consistent recording of hours worked (signing out).
  12. To follow proper rotation of stock and supplies, as directed by the Sous Chef. This also includes, but not limited to:
    - a. Keeping the cooler, freezer, stock rooms and stock shelves clean / organized;
    - b. The proper labeling, storage and usage of leftovers;
    - c. To assist with the putting away of deliveries as directed by the Sous Chef or designate;
    - d. The ordering of ingredients and supplies as directed by the Sous Chef or designate.
  12. To represent the organization both formally and informally in a professional manner and to adhere to the standards consistent with the Christian values and Philosophy of Lindenwood Manor / Terrace.
  13. To carry such other relevant tasks as may be required from time to time as directed by the Sous Chef or designate.