



Chippewas of RAMA  
First Nation

## Employment Opportunity

Job Title: **ECU Cook**  
Job Code: HEA273  
Department: Health  
Reports to: Community & Seniors Health Care Manager

Date Posted: 13/Sep/22  
Date Closed: 27/Sep/22  
(5:00 pm)

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: On-Call

Availability & Term: Approx. Start Date: October 2022

Remuneration: To be determined

### JOB PURPOSE/SUMMARY

Ensure that the operation of the senior's kitchen and the nutritional care of the residents are within the Ministry of Health Guidelines and Health and Safety Guidelines.

### QUALIFICATIONS

- Education:**
- Grade 12
- Skills and Abilities:**
- Must have a valid Class G Driver's Licence.
  - Must be able to work weekends
- Experience:**
- 1-3 years experience in food preparation and seniors care.
  - Successful completion of National Food Safety Program within 3 months.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
Fax: (705) 325-4718 Email: [charleneb@ramafirstnation.ca](mailto:charleneb@ramafirstnation.ca)

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

**The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community**



# Job Description

Job Last Updated: 1/Oct/15

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Job Code:	HEA273
Department:	Health
Reports to:	Community & Seniors Health Care Manager

## JOB PURPOSE/SUMMARY

Ensure that the operation of the senior's kitchen and the nutritional care of the residents are within the Ministry of Health Guidelines and Health and Safety Guidelines.

## KEY JOB FUNCTIONS/RESPONSIBILITIES

- Plan and/or update weekly menus, including regular, restricted and modified diets as per five-week cycles for spring/summer and fall/winter.
- Collect, implement and evaluate recipes for regular and restricted diets as per five-week menu cycle.
- Create inventory lists from recipes for each week of the five-week menu cycle.
- Take weekly inventory of the food required for the following week as per the weekly menu cycle and compare it to what food is in stock.
- Evaluate and adjust recipes and/or weekly menus for special diets, availability, client satisfaction and financial feasibility.
- Determine dietary needs, likes and dislikes of new clients and ongoing individualized changes to client's diets.
- Ensure proper nutritional care through effective liaison with other members of the health care team.
- Provide quality dietary services through delegation of appropriate functions to staff.
- Ensure staff has an understanding of the specific dietary needs of residents.
- Record and maintain pertinent client health information.
- Progress towards maintaining optimal safety standards and that all staff work toward proper infection control.
- Monitor/record weekly and monthly food budget; ensure availability of adequate food supplies and equipment.
- Ensure menus are posted and dated as required by the Ministry of Health guidelines; track/file all menus and menu changes.
- Work towards developing cleaning and safety schedules and audits; correct unsanitary and unsafe conditions.
- Ensure meals are prepared in proper portions and are served at proper times and temperatures.
- Assist with the serving of meals and beverages in the dining room.
- Assist with setup and cleaning of the dining room before and after each meal and snack.
- Assist in the setting up of trays to residents in their rooms and the clearing of trays after meals.
- Assist in the washing of dishes and supplies following each meal and snack.
- Weekly shopping.
- Cleaning of equipment as per assigned schedule.