



Job Posting

Job Title:	Cook
Department:	Resident Care
Reports to:	Lead, Kitchen and Nutrition
Number of Positions:	Two (2)
Employment Status:	Permanent Part-Time; 0.5 FTE; 18.75 hours per week over a four (4) week scheduling cycle
Varying shifts:	Mornings, Afternoons, Weekends, Holidays
Location:	On-site; Burlington, Ontario
Compensation band & range:	Professional 2, Clinical – salary range \$ 22.28 to \$ 27.81 per hour

About the Organization

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness.

Position Summary

Reporting to the Kitchen and Nutrition Lead, the Cook supports all aspects of food service within Carpenter Hospice's in-residence kitchen. The role prepares and serves safe, nourishing and appealing meals and baked goods in accordance with approved menus, residents' dietary requirements, and individual preferences. The Cook also supports food receiving and storage, inventory rotation, kitchen and dining area cleanliness, and compliance with health and food safety requirements.

Food can be an important source of comfort, dignity and connection at end of life. The Cook works collaboratively with the Kitchen and Nutrition Lead, clinical staff, Personal Support Workers and volunteers, and interacts respectfully with residents, families and visitors in a sensitive hospice environment.

Key Responsibilities

Food Preparation and Service

- Prepare and serve meals, snacks, beverages and baked goods in accordance with approved menus, recipes and food-service procedures.
- Follow documented dietary requirements, therapeutic or modified diets, texture modifications, allergies, cultural needs and personal preferences and other instructions established in the resident's plan of care.

- Adapt portions and presentation, where appropriate, to support residents' comfort, appetite, cultural needs and personal preferences.
- Communicate resident food preferences, intake concerns and changes to the Kitchen and Nutrition Lead and appropriate clinical staff.
- Ensure standards for food quality, appearance, temperature, timing and service are consistently met.
- Support meal service for residents and as directed, food preparation for families, visitors, meetings or special events.

Food Safety and Sanitation

- Use safe food handling, preparation, cooling, reheating and storage practices in accordance with Halton Region Public Health requirements and applicable food service industry standards.
- Complete and maintain required food-temperature, sanitation and other kitchen records accurately and on time.
- Clean and sanitize dishes, utensils, equipment, work surfaces, storage areas, floors and dining areas according to established schedules and procedures.
- Use appropriate infection prevention and control practices, personal protective equipment and safe work procedures.
- Identify and promptly report food safety concerns, equipment problems, hazards, incidents and maintenance needs to the Kitchen and Nutrition Lead or designate.

Kitchen Operations and Teamwork

- Receive, label, date and store food and supplies; rotate stock using first-in, first-out practices to reduce spoilage and waste.
- Monitor day-to-day supply needs and advise the Kitchen and Nutrition Lead of shortages or anticipated needs.
- Follow the direction of the Kitchen and Nutrition Lead when supporting kitchen volunteers and help maintain a safe, respectful and organized work environment.
- Work collaboratively with clinical staff and Personal Support Workers to coordinate meal preparation and service around resident needs.
- Protect residents' privacy and confidentiality and maintain appropriate professional boundaries.
- Participate in orientation, education, staff meetings and quality-improvement activities as required.
- Perform other related duties as assigned to support safe and efficient hospice operations.

Qualifications

Required

- Certificate or diploma in culinary management, cooking apprenticeship, culinary innovation and food technology, culinary skills, or an equivalent combination of education and work experience.
- Secondary School Diploma or equivalent.
- At least two years of experience in cooking, food preparation and food service, or an equivalent combination of education and experience.
- Valid Safe Food Handler Certification, or ability to obtain it within three months of hire.
- WHMIS certification, or ability to obtain it within three months of hire.
- Understanding of hospice palliative care and the role of food in supporting comfort, dignity and quality of life.
- Satisfactory Vulnerable Sector Check completed within previous twelve (12) months.
- Availability to work varying morning and afternoon shifts, including weekends and statutory holidays.
- Valid Ontario Driver's License and access to reliable vehicle.

Preferred

- Post-secondary education or training in culinary arts, food services, nutrition, hospitality or a related field.
- Completion of a recognized course in dietary restrictions, therapeutic diets or modified diets considered an asset.
- Additional training in commercial food preparation is considered an asset.
- Experience in hospice, palliative care, hospital, long-term care, retirement living or another health care setting.
- Experience working with volunteers and in a non-profit or community-based organization.
- Bilingualism in English and French, or proficiency in another language, is considered an asset.

Skills and Attributes

- Knowledge of food safety, sanitation, dietary restrictions, modified textures and allergy-aware food preparation.
- Strong cooking, baking and food presentation skills, with attention to consistency and detail.
- Compassionate, respectful and calm approach when interacting with people who are seriously ill, dying or grieving.
- Sound judgment and the ability to recognize and escalate concerns within the role's scope.



- Effective communication, interpersonal, organizational and time-management skills.
- Ability to work independently, take initiative and collaborate as part of an interdisciplinary team.
- Flexibility to adjust priorities in response to resident needs and the changing pace of a residential hospice.
- Commitment to confidentiality, equity, cultural humility and person-centred care.

Physical and Environmental Demands

- Ability to stand and walk for the majority of the shift.
- Ability to lift, push or pull up to 20 lb (9 kg) and safely lift or transfer pots, trays, food and supplies.
- Manual dexterity for safe knife use, chopping, peeling, slicing and operation of kitchen equipment.
- Ability to reach overhead and work safely from an approved step stool when required.
- Ability to work around heat, steam, stove tops, ovens, refrigeration equipment and a high-temperature dishwasher.
- Ability to tolerate the sights, sounds and emotional realities of a in-residence hospice environment.

Key Relationships

- Internal: Kitchen and Nutrition Lead, Manager of Resident Care, Nurses, Interdisciplinary Care staff, Personal Support Workers, Volunteers and other Carpenter Hospice staff.
- External: Residents, family members, caregivers, visitors, suppliers and service providers.

Hours of Work

- Monday to Sunday; thirty-seven and half (37.5) hours biweekly
- Hours could change subject to operational needs

Equity and Accessibility Statement

Carpenter Hospice is committed to fostering an inclusive, respectful, and accessible workplace. We welcome applications from individuals of all backgrounds and are committed to providing accommodation throughout the recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).



How to Apply

Please submit your resume and a cover letter to **hr@thecarpenterhospice.com** and use the subject line: **[Job Title] Application – Your Name**. We appreciate the interest of all applicants. However, only those selected for an interview will be contacted. Reference check will be conducted for potential candidates and the information collected will be used in making the final hiring decision.