

JOB POSTING – Wingham Site

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- ✓ Paid educational opportunities
- ✓ Free staff parking
- ✓ Tuition reimbursement grants based on eligibility
- ✓ Defined benefit pension plan, benefits without waiting period
- ✓ Competitive Salaries

POSTING # W25-37 - Existing Vacancy
LOCATION: Wingham, Ontario
POSITION: Cook
UNIT: Nutrition and Food Services
STATUS: Full-time
START DATE: December 1, 2025
SALARY RANGE: \$29.94-\$31.82 per hour
POSITION SUMMARY:

As the Cook you are responsible for the preparation and distribution of food including therapeutic and special patient diets and or hospitality/retail items. The Cook is responsible for the NFS routine ordering of groceries, produce, bread, milk and supplies either directly with the distributor or through the purchasing department. Within the Cook role reports and takes action on problems or deficiencies within the department. To facilitate patient focused care the Cook communicates with providers and or patients concerning food preferences, and allergies. Works with the Registered Dietitian and Purchasing to ensure any tube feedings ordered are available and delivered to the floor and working with purchasing for chemicals and other non-food supply procurement.

QUALIFICATIONS:

- Completion of Ontario Secondary School Diploma
- Completion of a formal post-secondary program (less than one year) in cooking (e.g. Level 2 cook course or Assistant Cook) at Community College level
- Institutional Cook's Certification and Safe food handling certification required
- Minimum 6 months previous related experience
- Experience in a health care setting including preparation and knowledge of therapeutic diets preferred

EFFORT: Moderate Physical Effort and average to continuous degree of mental effort and analysis for 1-2 hours

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- General:
 - Adhere to all NFS policies and IDSSI guidelines, for shift specific requirements, refer to Work Format
 - Effective communication skills to interact with patients, families, colleagues and management staff
 - Must be able to work independently as well as in a team environment
 - Computer literacy (order entry system and Microsoft office, email)
 - Flexible and self-directed with ability to organize and prioritize a changing workload
 - Exhibits customer service skills, and provides front-line meal service to customers (patients or appropriate others, cafeteria, catering, vending)
- Purchasing Activities
 - Food procurement per inventory and stock requirements paying special attention to items on the HealthPro contract
 - Routine inventory orders placed with Sysco, produce, bread, milk, coffee, paper order and received and put away within the department
- Patient and non-patient foodservices:
 - Compiles forecast sheets and prepares applicable menu items or special requests for allergens/preferences etc. using the therapeutic diet census system
 - Temper menu items per anticipated needs and tempering guidelines and place under refrigeration on appropriate shelves per safe food handling practices
 - Pan items in a manner that would support consistent heating in the retherm cart (i.e. not too dense or overfull); when necessary place in the retherm cart or store and label in the fridge for later
 - Minced / puree food items when necessary or utilize prepared frozen item as needed, use of industrial food processor may be required. Bake off / cook menu items as required. Attend to food recall items promptly
 - Prepare for catering, vending, and cafeteria service as appropriate per menu and standard item needs. Develop weekly cafeteria menu
- Safety and Sanitation:
 - At all times, adhere to Safe Food Handling Practices and LWHA NFS policies
 - Check and monitor food temperatures and time in order to keep food items out of the Danger Zone
 - Monitor best before dates prior to any food use or when rotating; dispose when appropriate; rotate by first in first out
 - Clean and sanitize work surfaces with sanitizer (tested and at the appropriate concentration)
 - Wash pots, pans etc. as needed to maintain a neat and tidy work area and kitchen
 - Report hazards and items that are not working properly to Maintenance and/or Manager as appropriate; apply Lock-out/Tag-out policy as appropriate. Follow WHMIS/GHS procedures at all times when handling chemicals

HOURS OF WORK: 6:15am-2:15pm. Available to work all shifts including evenings, holidays and weekends.

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources: Listowel Wingham Hospitals Alliance: careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Date: August 7, 2025 @ 1:00pm

Posting Deadline: August 14, 2025 @ 1:00pm

Copies to: CUPE Representative and Bulletin Board