

NOTICE:

POSITION: COOK

Temporary until the incumbent returns

SALARY: \$18.09 - \$19.97 depending upon applicants' length of seniority (as per the Collective Agreement)

HOURS AND DAYS OF WORK:

- **Friday through Tuesday**
- Shift times are **10:30-18:30 hrs**
- Shifts are **7.5** hours in length
- Days of rest shall be consecutive. Schedule may change with two weeks' notice
- Probationary/qualifying period will be 488 hours with mid and end point reviews.

JOB SUMMARY:

The Cook reports to the Site Manager and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout's Code of Ethics. The Cook prepares, cooks and serves daily meals and is responsible for ensuring availability of food and beverage for guests. Maintains a high standard of cleanliness in eating and prep areas.

JOB DUTIES: (in brief)

- Prepare, cook, serve daily meals, snacks and beverages
- Ensure availability of food for guests after hours
- Maintain high standard of cleanliness of kitchen, dining, storage areas and equipment
- Work with and oversee kitchen volunteers
- Follow set menu and itemize supplies required
- Will organize and complete required work in a safe, clean and friendly environment.
- Some shopping may occur.

QUALIFICATIONS & COMPETENCE:

- Minimum Grade 12 education and Cooking Diploma, plus two (2) years of recent related experience or equivalent combination of education, training and experience
- **Must have current OFA 1 First Aid Certificate and Food Safe Certificate from the Department of Health**
- Experience with institutions or large organizations including experience with cost analysis and effectiveness
- Experience in menu planning and developing order supply lists
- Crisis Intervention Skills Training an asset
- Ability to work independently or in a team setting and to manage and organize daily workload
- Demonstrated ability to communicate effectively and clearly both verbally and in writing
- Must understand and maintain clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Quick learner and self-motivated
- Strong physical and mental ability to perform work tasks
- Must be able to operate job related equipment
- A minimum of two (2) years sobriety if you have had concerns related to alcohol and/or drug use.
- Criminal Record Clearance – vulnerable sector

CLOSING DATE: Applications will be accepted until **17:00 hours, March 15, 2018**

TO APPLY: Submit cover letter and resume with the Job Posting # in the subject line to: info@lookoutsociety.ca

NO PHONE CALLS PLEASE

"All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9 (Selection Criteria)." **Internal applicants must notify manager of intent to apply.** External applicants will be reviewed after Internal.

ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED