

Job Posting

Cook

We are looking for a self-starter and team player with initiative who enjoys working in a fast-paced environment. The ideal candidate will possess experience working in the commercial or institution kitchen setting. The Cook would prepare meals for the **Reception House and/or Welcome House's residents.**

This position reports to: Manager
Starting Date: December, 2018
Employment status: 3 Part time permanent positions
Salary Rate : \$17.66/hr.

Main Duties and Responsibilities:

- Preparing meals for residents
- Following the menu
- Keeping an inventory list of food supplies and advise management of any shortages
- Verify/ Check delivery items, stocking shelves, sorting and unpacking food and ensure safe storage of food supplies
- Ensuring safe work practices are being followed (proper sanitary and food handling)
- Keeping the kitchen, pantry and the dining room clean and tidy.
- Ensuring policies and procedures are followed and adhering to health and safety rules and regulations
- Work cooperatively and effectively as a team member,
- Performing other duties as required

Key Qualifications:

The successful candidate must have:

- Post- secondary diploma or certificate in food management preferred
- At least one year experience working in an institutional or commercial kitchen setting
- Knowledge of health and safety regulations related to meal preparation in the required setting
- Ability to prepare can prepare food for large groups while meeting diverse nutritional and specialized dietary needs
- Ability to perform duties independently or with little supervision
- Ability to function in a multidisciplinary, culturally diverse workplace
- Good organization skills
- A Clear Police Reference Check for Vulnerable Sector
- Safe food handling certificate

To apply: Please forward your Resume and Cover letter to the email address below to the attention of the Hiring Committee by **October 26th, 2018 at 5p.m.**

Please quote the job title in the Subject line of your email

E-mail: jobs@cciottawa.ca