

Job title	<i>Cook - Inclusio</i>
Reports to	<i>Head Chef – Inclusio</i>
Hours per week	<i>9am -2pm (Irregular shift starting with Thursday & Friday's off)</i>

Overview

The Cook will enhance the dignity and quality of life for each resident by supporting holistic wellness and an interdependent community. In collaboration with the Head Chef, the Cook will provide support to individuals in areas of well-being by preparing food and cleaning the kitchen and dining area.

Duties and Responsibilities

Skills and Attributes:

Excellent interpersonal, organizational, problem solving abilities and excellent written and verbal communication. Able to accept responsibility, show good judgment and initiative, and work with minimum supervision. Able to maintain confidentiality with respect to the privacy of all residents and Accessible Housing.

Overall Responsibilities:

- Maintain menu plan approved by a Dietician/Nutrition Manager that has been developed in accordance to government regulations and Canada's Food Guide
- Observes all food safety requirements and meets all government standards
- Ensures adequate food availability according to menus by purchasing through the approved vendors (ECPS, Sysco, GFS, Canada Bread, etc.)
- Assists residents with meals as necessary
- Assist in meal preparation in advance for scheduled days off as required
- Prepare bagged lunches for residents as necessary
- Maintains and cleans kitchen area daily in accordance with government regulations
- Completes all necessary checklists in accordance with government standards
- Records fridge and freezer temperatures at least two times per day
- Helps in training of new staff upon hire and all staff at a minimum yearly
- Assists with monthly inventory counts
- Follow the Human resources hand book in terms of professionalism, punctuality, rules and regulation, etc.
- Prepares additional items as requested for events i.e. Board meetings, open houses etc.

Qualifications

- Professional Cooking diploma or equivalent experience
- Calgary Health Services Food Handling Course
- 3 – 5 years' experience cooking for a large group home
- First Aid & CPR

Working Conditions

- The Cook works in a residential program setting
- The Cook may be required to work with challenging clients
- While working mainly in the kitchen; fire safety, food contamination, food-borne illness are all risks of this position

Physical Requirements

- This position may require moving of furniture, and some light lifting, up to 50lbs

Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Competition Cook Inclusio**. Applications can be sent to resume@accessiblehousing.ca

Location 1129 – 23 Avenue NW, Calgary, AB T2M 4P5

Only those selected for an interview will be contacted.

Closing Date for Applications: Until a suitable candidate is found.

Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.

Date Reviewed:	<i>September 2018</i>
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