

Position: Cook
Reporting to: Manager of Residential Services
Posting Date: February 8, 2019
Start Date: February 25, 2019
Hours of Work: 15 Hours per Week
Salary: \$16.00 per hour

Position Summary:

The Cook will oversee the functions of the kitchen and food services. The Cook will demonstrate a commitment to the provision of excellent client services and contribute to a respectful and productive work environment.

Upon request Cornerstone will provide reasonable accommodation for disabilities to support participation of candidates in all aspects of the recruitment process.

Qualifications:

- Food preparation experience
- Knowledge of nutrition and all relevant health and safety legislation
- Sensitivity of issues related to family violence
- Superior organizational skills
- Excellent interpersonal skills
- Proven ability to work co-operatively as part of a team
- Ensure that work performance and behavior is compliant with the Ontario Health and Safety Act
- Basic First Aid and CPR certification
- Safe Food Handling Certificate

The Job Description for this position is available on our website at: www.cornerstonenorthumberland.ca.

If you are interested in the above position, please express your interest by 4pm on February 22, 2019 via email to Christina Colacicco at: ccolacicco@cornerstonenorthumberland.ca.

Only applicants being considered for an interview will be contacted. No follow up telephone calls or emails please.

Job Description

COOK

Reporting to: Manager of Residential Services

Location: 40 Swayne Street
Cobourg, Ontario

Purpose of the Position

The Cook will oversee the functions of the kitchen and food services. The Cook will demonstrate a commitment to the provision of excellent client services and contribute to a respectful and productive work environment.

Summary of Duties and Responsibilities

1. Client Services/Food Services

- Plan menus that meet program guidelines
- Cook and prepare meals
- Maintain food inventories
- Maintain food stock levels and rotation system
- Oversee kitchen chores and duties
- Ensure basic health and safety and safe food handling procedures are followed

2. Administrative

- Maintain all relevant forms and binders electronically and manually
- Develop and maintain food inventory lists and co-ordinate food purchasing system

3. Other

- Comply with all health and safety policies and procedures
- Assist/support co-workers within a team model
- Perform other duties as assigned

Effort To Meet These Responsibilities

- That diplomacy and tactfulness be used at all times
- That sound judgment is utilized in dealing with residential clients
- That there is physical exertion for lifting boxes, kitchen equipment with light to medium weight
- Access to a reliable vehicle

- The use of office machines/equipment including a variety of computer programs
- Good time management skills to be able to perform responsibilities in a very busy, diverse and highly interruptive environment
- That all responsibilities be performed in keeping with the philosophical framework set out in the Mission Statement of Cornerstone.

Working Conditions

The clients and the nature of Cornerstone programs presents exposure to:

- Infectious diseases
- Verbally and physically aggressive/abusive behaviour from clients
- Possible threat from resident partners

The physical nature of Cornerstone provides:

- Busy, sometimes noisy environment
- Shared office space
- Shared program space
- Limited personal space
- Smoke-free work environment

Skills and Knowledge Required

- Food preparation experience
- Knowledge of nutrition and all relevant health and safety legislation
- Sensitivity of issues related to family violence
- Superior organizational skills
- Excellent interpersonal skills
- Proven ability to work co-operatively as part of a team
- Ensure that work performance and behavior is compliant with the Ontario Health and Safety Act