

Cook (Full-time position- 40 hours/week)

Position Description Summary:

The cook will ensure meals are planned and prepared in accordance with the guidelines of the Canada Food Guide and Client special dietary requirements. The Cook will prepare lunch and supper for 50-80 participants. The qualified candidate must be able to contribute to the planning and to carry out well-prepared nutritious meals. The Cook is required to have flexibility for shifts depending on program needs.

Reporting Line: The Cook reports directly to the YWCA Program Manager

Position Duties and Responsibilities:

- Follow proper sanitation and health standards as determined by AHS Food Safe Training.
- Responsible for cleaning and upkeep of all kitchen appliances.
- Maintain a kitchen inventory and ensure food is purchased/ordered to meet needs.
- Responsible for co-coordinating with Program Manager and staff to order food and kitchen supplies as needed from suppliers and ensuring delivered orders are accurate.
- Participate in meal planning while adhering to the Canada Food Guide and adjusting to dietary restrictions.
- Prepare meals and snacks for scheduled times.
- Coordinate participant, volunteer, and staff supports in the kitchen.
- Manage and mentor participant(s) with hands-on learning, including, but not limited to food safe, various cooking techniques, meal planning on a budget, etc.
- Communicate all relevant (progress, concerns, changes, etc.) information associated with participants appropriate team members.
- Maintain regular communication with the Program Manager on matters affecting Participants' wellbeing.
- Operates various kitchen appliance such as a blender, oven, grill, or stand mixer.
- Keeps records and accounts of food production, waste, and purchases.
- Other duties as assigned.

Knowledge, Skills and Attributes:

- Human service sector knowledge and philosophy (person-centered, strength-based, trauma-informed, harm reduction).
- Discretion, tact, and the ability to maintain confidentiality is a necessity.
- Teamwork philosophy of collaboration and cooperation is required.
- Self-motivated with strong self-management ability is essential.
- Strong communication skills (oral and written) in English. A second language would be an asset.
- Demonstrated effective and engaging interpersonal skills.
- Strong organizational skills with strengths in prioritization and efficiencies.
- Ability to think creatively and resolve problems efficiently and effectively.
- Ability to follow all sanitation procedures





YWCA Lethbridge & District

604 8th Street South

Education and Experience:

- CPR and First Aid Certification (Standard, Level C with AED) is required.
- Criminal Records Check and an Intervention Record Check are conditions of employment.
- AHS Food Safe Training.
- A combination of a relevant post-secondary degree and experience directly related to the duties and responsibilities specified (i.e. Diploma from Culinary School)

Salary:

\$19.78 per hour

Resumes with three references to be submitted to:

Mahreen Rana, Human Resources Manager

YWCA Lethbridge and District

604, 8th St. South

Lethbridge, Alberta

T1J 2K1

Fax: (403) 327-9112

Email: HR@ywcalethbridge.org (Only candidates selected for an interview will be contacted)

Deadline: Position to be filled immediately. Applications to be accepted until hiring of successful candidate.

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