



**Riverstone Retirement Communities – Oakpark**

**Position:** Assistant Cook

**Location:** Ottawa, ON

**Employment Type:** Casual, Various Shifts (37.5 hrs. bi-weekly)

**Reports to:** Food Services Manager

**JOB SUMMARY:**

This position involves the maintenance of overall cleanliness of the kitchen, the washing and storage of kitchen and dining room equipment and utensils and food preparation assistance to the cooks on duty.

**QUALIFICATIONS:**

- Experience in quantity food preparation
- Familiar with Canada's Food Guide to Healthy Eating and therapeutic diets
- Ability to understand oral and written directions
- Ability to lift heavy objects, and stand and walk short distances throughout the day and to tolerate heat from the kitchen area
- Familiar with Hazardous Analysis Critical Control Point (HACCP), WHMIS, Health and Safety and Sanitation Code

**FUNCTIONS:**

- To receive, organize, wash, dry and store cutlery, dishes, pots, pans and other kitchen equipment in accordance with instructions and operational procedures;
- To assist cooks or dining room staff with duties as requested;
- To maintain floor conditions (i.e. floods, spills, grease, etc.) to ensure a safe working environment in the kitchen(s);
- Assists in the orientation and training of new dietary personnel;
- Inspects food supplies and determines what quantities of food should be reordered and communicates this to supervisor;
- Attends in-service to better understand the dietary needs of the residents;
- Attends staff meetings as required to be aware of changes in the community;
- To maintain general cleanliness of the dry goods storage area, receiving area, cooler, and garbage room;
- To prepare and serve breakfast and assist in food preparation when necessary, i.e. peel potatoes, cut fruit, wash leafy vegetables, and other tasks;
- Performs other duties and functions as required

To apply please email your resume and references to [hr@riverstoneretirement.ca](mailto:hr@riverstoneretirement.ca)