



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army Ontario Great Lakes Division

Job Title:	COOK	Position Type:	Casual - Relief
Department:	Food Services: Kitchen		May include some evening & weekend work
Hourly Rate:	\$12.77 per hour	Date posted:	September 2016
Location:	TB C.A.R.S. Thunder Bay	Posting Expires:	On-going

APPLICATIONS ACCEPTED BY:

By E-mail: ong_tbayadmin@can.salvationarmy.org By Fax: (807) 345-0409 Please no phone calls.	Mail: The Salvation Army Thunder Bay Community & Residential Services 545 N. Cumberland Street, Thunder Bay P7A 4S2
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JOB DESCRIPTION

Responsibilities:

- Perform all the functions of a cook
- Prepare and follow menus considering the Canada Food Guide, leftovers and donated food. If required, adjust menu accordingly.
- Perform ongoing maintenance and cleaning of the Food Service Department, daily, weekly & monthly.
- Maintain strict security of the kitchen, dining room, food storage areas and equipment.
- In the absence of the Food Services Coordinator, order and purchase food weekly, according to menu, donations and budget.
- Receive and check food and supplies for quality, quantity and accuracy of order.
- Maintain inventory, daily logs, food time lines and temperature control and follow Food Safe and HACCP guidelines.
- Adhere to government health and safety regulations and cleanliness standards on a daily, weekly and monthly basis as required.
- Maintain statistical and food control records, including logging the number of meals served.
- Follow all protocol, policies and procedures for the Food Service Department.
- Prepare, as required, food for the other C.A.R.S. Ministries in consultation with respective manager.
- Monitor and completes preventative maintenance procedures for Food Service Equipment and contact appropriate service representatives for repairs.
- Order regular and ongoing supplies as required for the ongoing operation of the Food Service Department in the absence of the supervisor.
- Other duties as required.

Qualifications:

- Possess a Culinary Arts Diploma or a minimum of five proven years cooking experience in a commercial or non-profit setting.
- Knowledge of commercial and institutional cooking equipment.
- A valid Food Safe Certification.
- Have current First Aid/CPR Certification
- The position requires a frequent amount of standing and ability to be able to lift and carry heavy objects as required.
- Ability to plan and vary menus considering leftovers, donated food and track inventory food storage.
- Ability to maintain correctness in ordering and receiving supplies.
- Must be able & willing to work long hours.
- Highly self-motivated, a self-starter with the ability to carry out plans to fruition.
- Ability to work independently and in a team.
- Proven experience in following directions and a set plan..
- Able to clearly and accurately communicate factual information/data when needed.
- Willingness and ability to work under stressful circumstances.
- Ability to maintain confidentiality and willingness to sign confidentiality statement.
- Provide a Police Check with Vulnerable Sector Screening.
- Must have Hep B Vaccinations and Vaccination against Tuberculosis
- Uniform, hairnets/hats and gloves while on duty is mandatory
- Note: Alternative combinations of education and experience may be considered

We thank all applicants, however, only those candidates to be interviewed will be contacted

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.