

**Cornerstone Community Association
Job Posting (Bargaining Unit Position)**

- Position:** Part-time Kitchen Cook
(Weekend Hours & Occasional Weekdays)
- Reporting To:** Food Services Manager
- Purpose:** As a team member of the Kitchen Program this position is responsible to assist in the preparation of nutritious meals for shelter, housing and halfway house programs.
- Pay Range:** \$13.35 per hour starting (as per Collective Agreement)
- Education:** Food Safety Certificate, WHMIS, and First Aid/CPR.
- Experience:** Must have past experience preparing and serving meals, cleaning and maintaining a kitchen program and following public health guidelines. Proactive, able to multi-task and prioritize according to daily client meal preparation needs.
- Required:** Successfully complete and provide an original Police Record Check (CPIC).
- Terms:** Scheduled Hours Bi-Weekly

Core Competencies

- 1) Demonstrate consistency in the application of Cornerstone's mission, values, goals, policies and procedures.
- 2) Show respect, dignity and hope in all interpersonal interactions.
- 3) Maintain a safe and healthy work environment with uncompromising professional standards, ethics and continuous quality improvement in program delivery.

Functional Competencies

- 1) Organized and proficient in planning and multi-tasking
- 2) Consistency in completing daily work processes with attention to detail and accuracy.
- 3) Team player
- 4) Proficiency in the use of the application of safe work practices in a team environment.

Job Specific Competencies

- 1) Knowledge, skill and ability to safely use and maintain kitchen equipment.
- 2) Following public health guidelines for food preparation.
- 3) Follow daily meal planning guidelines and shift routines.

Responsibilities:

- Food preparation as required for each meal and snacks.
- Receive stock, maintain and assist with organizing food inventory.
- Ability to lift 50+ pounds regularly
- Telephone in orders for all kitchen supplies as requested.
- Assist in serving meals required in the daily shift routine.
- Use of kitchen utensils and equipment necessary for food preparation, serving, and cleanup.
- Ensure any special dietary considerations are met.
- Ensure a properly sanitized kitchen facility and provide a safe and hygienic food preparation and clean up according to Public Health Standards and CCA Kitchen policies and procedures.
- Wash and sanitize dishes, pots, kitchen sinks, counters, dining room tables, and empty garbage.
- Must maintain vigilance in practicing safe work procedures and environment of health and safety.
- Maintain confidentiality of client information.
- Assist with other duties as assigned.

Submit resume and cover letter to:

Karen Hare
Accounting and HR Assistant
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