

JOB POSTING

POSITION TITLE: Cook

PROGRAM/DEPARTMENT: Trail Services

WORKSITE LOCATION: Silver City Gardens

HOURS: Casual/Relief (Shift Schedules: 9:00 am-5:00 pm daily)

WAGE: Starting Wage \$14.16 per Hour

CLOSING DATE: open until filled

Position requires Union membership and is open to both male and female applicants.

JOB SUMMARY: Develops menu plans, prepares meals and oversees the operation of the eating, cooking, and ordering of supplies at the Association's Silver City Gardens supportive housing facility located in Trail.

Qualifications

- Grade 10, plus graduation from a program in institutional or residential quantity cooking.
- One (1) year recent related experience
- Or an equivalent combination of education, training, and recent related experience
- Food Safe Certification

KEY DUTIES AND RESPONSIBILITIES:

- Develops dinner menu plan in accordance with accepted nutritional guidelines such as Canada's Food Guide for healthy eating and the individual dietary needs of the tenant client group.
- Prepares cooks and serves meals and snacks, including those for special dietary needs and special occasions, in accordance with safety and health standards and menu plan.
- Oversees the operation of the eating and cooking facilities and equipment and ensures their cleanliness and maintenance. Reviews the facility's meal preparation needs.
- Purchases and orders food items necessary for the preparation of meals. Ensures that purchases are within approved budget limits. Maintains an inventory of food and other related items. Stores food items.
- Performs other related duties as required.

Accountability

- Reports to the designated Program Supervisor and participates in regular performance review
- Participates positively and productively as a member of the Association's staff team
- Adheres to the philosophy, policies and procedures of the Association
- Represents the Association positively and professionally in the community

Interested applicants please submit resumes to: Hiring Committee, 1939 – Columbia Ave, Trail BC, V1R 1K5 or fax to 250.368.5230 or email bcole@cmhakootenays.org . The Association wishes to thank all applicants however only short-listed applicants will be notified.