



Cornerstone Housing for Women

Relief Cook

Job Description

Mission Statement

Cornerstone Housing for women offers emergency shelter and supportive housing for a diversity of women. Our services are offered in an environment which promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe, affordable housing and to end homelessness.

Service Description

Cornerstone supportive housing communities offer affordable supportive housing for women at risk of homelessness. Residents are provided with permanent housing, basic necessities, and support to work toward their personal goal for sustainable, independent living. The resident-centred approach encourages the strengths and abilities of tenants and assists them to live independently in the community.

Job Summary

The Relief Cook is responsible for preparation and serving of lunch and the evening meal on weekend shifts, statutory holidays and to replace the Full Time Cook for their vacation periods and when they are not available during the week. The Relief Cook follows the menu plan as set out by the Full Time Cook, supports volunteers and donors who may contribute to meal provision, ensures that all Health and Safety Standards are met in the kitchen and dining area and that any required cleaning, maintenance and the kitchen prep for the next day is completed. They are responsible for keeping the Full Time Cook and Shelter Manager or designate apprised of anything which affects or could improve food service provision.

Reporting Relationship

The Relief Cook is an employee of the Anglican Diocese of Ottawa, will report directly to the Manager or her designate and actively participates as part of the Cornerstone staff team to ensure that meal preparation is consistent and maintained to the highest standards possible.

KEY AREAS OF RESPONSIBILITY:

The responsibilities of this position include but are not limited to the following:

1. Food Preparation and Serving

- prepares, cooks and serves lunch and the evening meal on scheduled shifts
- completes kitchen duties and food prep in advance as request by the Full Time Cook
- ensures food is handled and prepared in accordance required food safety standards
- prepares meals in compliance with special dietary needs as required
- ensures kitchens and serving area meet health and safety standards for cleanliness
- safely uses supplies and commercial equipment according to approved methods
- supports staff and volunteers in appropriate and safe provision of meals
- notifies Full Time Cook and/or Manager or designate of anything which affects or could improve food service provision

2. Supplies

- maintains organization and safe storage of food and kitchen supplies and equipment
- ensures food donations received are documented and meet required protocols

3. Cleaning and Maintenance

- ensures, coordinates and implements the clean up after the meal
- ensures appropriate containment of kitchen garbage and recycling and removal of same to outside bins
- regularly cleans appliances to meet health and safety standards
- checks condition of equipment prior to use and uses only if in safe working order
- reports maintenance problems and repair needs to Full Time Cook and/or Manager or designate
- supports staff and volunteers in appropriate and safe use of equipment and appliances and reports any problems in this area to Full Time Cook and/or Manager or designate

4. Residents/Staff/Community

- works to provide a warm and accepting atmosphere for residents
- complies with and supports all policies and practices of Cornerstone
- discusses any special food needs or requests of residents with Full Time Cook and/or Manager or designate and, if possible, arranges for individual plans to meet special food needs
- works collaboratively with Support Worker staff to ensure the wellbeing of residents
- supports and ensures the integration of volunteers in kitchen activities

SKILLS & ABILITIES

- ability to read and follow recipes and instructions in English
- ability to prepare food for large groups using commercial kitchen equipment
- ability to prepare food that meets diverse cultural, nutritional and specialized dietary needs
- good organizational skills
- excellent knowledge of and ability to employ safe work practices
- ability to work independently yet function as part of a team
- ability to set professional boundaries
- able and willing to perform manual tasks outlined in the job description
- demonstrated knowledge of current nutrition guidelines
- demonstrated aptitude to support a warm and non-judgmental environment for vulnerable women
- excellent interpersonal skills
- availability to accept shifts on short notice

QUALIFICATIONS

- Post-Secondary Diploma or Certificate in Food Preparation and Management (or equivalent)
- Current Food Safety Training Certificate (as recognized by MOL of Ontario)
- experience preparing food in a commercial, institutional or multi-residential environment
- experience in working with disadvantaged women an asset
- Bilingual (English/French)
- Other languages an asset

SUTABILITY

- has sensitivity to and respect for needs of homeless women
- flexible, friendly, warm and non-judgmental approach
- committed to providing the highest standard of food quality
- committed to rigorous standards of cleanliness
- committed to rigorous standards of safe work practices