

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2023-243**

<b>POSITION TITLE:</b> Weekend Cook	<b>STATUS:</b> Regular Part-Time, CUPE 7797
<b>DEPARTMENT:</b> Housing Development	<b>CONTRACT DATES:</b> n/a
<b># HRS / WEEK:</b> 14 hours per week. Saturdays, Sundays and all statutory holidays	<b>HOURLY RATE:</b> \$22.65
<b>REPORT TO:</b> Property Manager	<b>EXTERNAL CLOSING DATE:</b> Posted until filled

**GENERAL DESCRIPTION:** The Weekend Cook is responsible for preparing a variety of healthy nutritious meals for the residents at TNG's modular housing site based on the Canada Food Guide, and while maintaining a clean and hygienic environment, that is compliant with Government regulations. The Cook is required to develop weekend menus for tenants who opt into the meal program; up to 56 residents in total. The Cook must be aware of any food restrictions and/or allergies that the residents have and plan menus accordingly. The Weekend Cook will coordinate with the Weekend Assistant Cook in ensuring meals are prepared in accordance with The Neighbourhood Group's health and safety guidelines. The position reports to the Property Manager and is part of **CUPE Local 7797**.

### MAJOR DUTIES:

- Ensure kitchen is kept in compliance with the Provincial and Metropolitan Government regulations.
- Follow schedule as outlined by Manager, being flexible when necessary.
- Plan well-balanced, healthy, varied and nutritious, culturally diverse menus, in consultation with the Manager and based on the Canada Food Guide.
- Post menus in advance for four-week periods. Ensure menus are followed and when changes are necessary note them on the posted menu
- Ensure allergy chart is posted. Strictly follow allergy chart and food restrictions.
- Revise menus and recipes only on rare occasions – menu plan should be followed. Should be completed four times per year and have Managers' approval before posting.
- Prepare shopping list. Do bulk ordering of food.
- Shop weekly for perishables, i.e. bread, fruit, vegetables, meat, etc, while staying within budget
- Ensure fire and emergency numbers and procedures are posted.
- Keep inventory of kitchen equipment, utensils, etc.
- Inform Manager when items need to be replaced or repaired.
- Ensure cleanliness and hygiene of kitchen. Including stove, fridge, sink, countertops, back walls, dishwasher, interior and exterior of cupboards.
- Ensure food is kept covered and stored in a hygienic manner.
- Make sure all food and utensils are stored and cupboards are locked at night.
- Be flexible over use of kitchen by other TNG programs as required.

### REQUIREMENTS & QUALIFICATIONS:

- Qualified cooking certification or equivalent experience and relevant course
- Valid Food Handling Certificate
- Proven leadership skills and the ability to provide direction to other
- Experience in menu planning and cooking for large groups of people
- Knowledge of Public Health Practices
- Demonstrated communication skills, both oral and written
- Proven interpersonal skills
- Ability to plan and organize tasks
- Ability to follow direction and be flexible and adaptable in the work environment
- Ability to work independently and as a team player

**To apply, submit your resume with "TNG2023-243" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement