

*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# TNG2023-110**

<b>POSITION TITLE:</b> Weekend Assistant Cook – Macey	
<b>DEPARTMENT:</b> Modular Housing	<b>STATUS:</b> Regular Part Time, CUPE 7797
<b># HRS / WEEK:</b> 14, Saturdays and Sundays	<b>CONTRACT DATES:</b> n/a
<b>REPORT TO:</b> Property Manager	<b>HOURLY RATE:</b> \$19.00
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** The position will assist the Weekend Cook in preparing a variety of healthy and nutritious meals for the residents at 11 Macey Ave while also maintaining a clean and hygienic environment that is compliant with Government regulations. 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 Management, and be flexible when necessary
- Assist in planning well-balanced, healthy, varied and nutritious menus based on the Canada Food Guide
- Ensure menus are followed and when changes are necessary note them on the posted menu
- Strictly follow allergy chart and food restrictions per policy
- Assist with preparing the shopping list and bulk ordering of food
- Shop as necessary to purchase food and kitchen items while staying within budget
- Keep inventory of kitchen equipment, utensils, etc.
- Inform Cook 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 cupboard
- Assist with dining room clean up after meals
- 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
- Attend staff meetings when necessary
- Other duties as assigned
- Adhere to Agency policies and procedures at all times
- Maintain client confidentiality

**REQUIREMENTS & QUALIFICATIONS:**

- Qualified cooking certification or equivalent experience and relevant courses
- Valid Food Handling Certificate
- Ability to work Saturdays, Sundays regularly and work Statutory Holidays and during weekdays on occasion if required
- 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.
- Experience working in a diverse ethno-multi-lingual community- based settings
- Valid First Aid/ CPR certificate
- Satisfactory Police Check

**To apply, submit your resume with “TNG2023-110” 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