



Job Opportunity

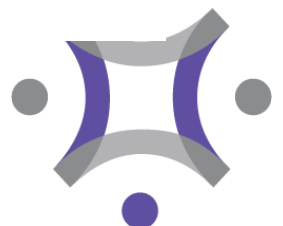
POSITION	Cook
LOCATION	All Cornerstone Locations as per Demand
TERM	Casual/Relief
REPORTS TO	Food Services Manager or their designate
RATE OF PAY	\$23.73 per hour (\$23.24 per hour if probationary)

Who we are

Cornerstone offers emergency shelter and affordable supportive housing in four residential facilities for women experiencing homelessness, poverty, mental illness, addictions, trauma and abuse in Ottawa. Our services are offered in an environment that 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. Cornerstone is a Community Ministry of the Anglican Diocese of Ottawa.

The Opportunity

The Relief Cook will prepare food and/or serve lunches and evening meals as well as the next day's meals and snacks, at the Shelter according to the menu planned, and instructions left by the Food Services Coordinator, Food Services Manager or their designate. The Cook is responsible for meeting all Health and Safety Standards in the kitchen; for ensuring that the kitchen is clean and that appliances are properly used and maintained. The Cook reports to the Food Services Manager or their designate.

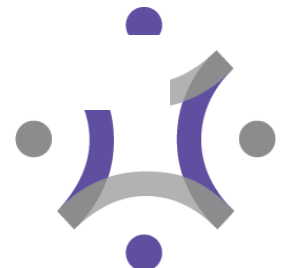


Role of the Relief Cook

- Prepares, cooks, and serves lunch and the evening meal on scheduled shifts
- Supports the Food Service Coordinators or Food Service Manager in implementing any additional food services in any Cornerstone residence
- Ensures food is handled and prepared in accordance with 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
- Maintains organization and safe storage of food and kitchen supplies and equipment
- Ensures food donations received are documented and meet required protocols
- 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 Food Services Coordinator, Food Service Manager or their designate
- Works to provide a warm and accepting atmosphere for residents
- Discusses any special food request from residents with the Food Service Coordinator on site or the Food Services Manager.
- Works collaboratively with Support Worker staff to ensure the wellbeing of residents

SKILLS:

- 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
- Ability to comfortably lift to 50lbs with no restrictions
- Good organizational skills
- Excellent knowledge of and ability to employ safe work practices
- Ability to work independently and as part of a team
- Ability to set professional boundaries
- Demonstrated knowledge of current nutrition guidelines
- Demonstrated aptitude to support a warm and non-judgmental environment for vulnerable women
- Excellent interpersonal skills



QUALIFICATIONS:

- Experience preparing food in a commercial, institutional, or multi-residential environment
- Post-Secondary Diploma or Certificate in Food Preparation and Management (or equivalent) combined with relevant work experience will also be considered.
- Current Food Safety Training Certificate (as recognized by MOL of Ontario)
- Committed to providing the highest standard of food quality, food safety, and cleanliness of space.
- Experience in working with disadvantaged women is an asset
- Bilingual (English/French) is considered an asset
- Has sensitivity to and respect for the needs of homeless women
- Flexible, friendly, warm, and non-judgmental approach

Accommodation will be provided upon request at any time throughout the application process.

Interested applicants, please send your resume and cover letter to careers@cornerstonewomen.ca. We will contact you if your candidate profile matches our hiring needs. **No phone calls, please.**

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team. Thank you for your interest in joining Cornerstone. Check out our website for more information <https://www.cornerstonewomen.ca>

