

JOB OPPORTUNITY

POSITION:	Cook
TERM:	Relief
LOCATION(s):	All Cornerstone Locations as operationally required (1 Corkstown, 314 Booth Street, & 2980 Carling Avenue)
REPORTS TO:	Food Services Manager or their designate
RATE OF PAY:	\$24.06 - \$24.57 per hour
POSTED FROM:	September 17, 2026
DEADLINE TO APPLY:	This posting will remain open until the position has been filled. We encourage interested candidates to apply as soon as possible, as applications will be reviewed on an ongoing basis.

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.

Join Our Team

Relief Cook is responsible for preparation and serving of lunch and the evening meal on weekend shifts, statutory holidays and replacing 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 designating apprised of anything which affects or could improve food service provision.



What You'll Be Doing

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 requested 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

Supplies

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

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

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

What we need from you

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 working with disadvantaged women is an asset
- Bilingual (English/French)
- Other languages an asset
- 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

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
- 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

COMMITMENTS

- Social Justice – A leader in ending homelessness.
- Collaboration – Strong partnerships to meet diverse needs.
- Equity, Diversity, and Inclusion – A culturally competent and inclusive organization.
- Respect – Sharing, caring communities that support physical, mental, and spiritual well-being.
- Organizational Excellence – A strong foundation for our work.

Ready to be part of a team making a difference?

Click the "*Apply Now*" button to submit your application, or copy and paste the link below into your browser

<https://ca.indeed.com/job/cook-relief-0087c2f655cadb7d>

APPLY NOW

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team. If you require any accommodation through the hiring process, please contact us at careers@cornerstonewomen.ca

Thank you for your interest in joining Cornerstone. We will contact you if your candidate profile matches our hiring needs.

Check out our website for more information <https://www.cornerstonewomen.ca>