

## PART TIME COOK

**Compensation:** \$24.84/hour, Plus 4% Vacation Pay

**Type:** Part Time / up 18 hours a week

**Schedule:** Monday to Friday, 10am-3pm (some evenings required)

**Location:** Gordon Neighbourhood House (1019 Broughton Street)

### Job Description

We are looking for a reliable, skilled, and punctual Cook to join our team at Gordon Neighbourhood House. This position will play a vital role in supporting our community meal programs, including community lunches, food security programs, community dinners, and special events. The successful candidate will be responsible for developing menus, preparing healthy, nutritious meals, managing food budgets and overseeing volunteers in the kitchen, ensuring that all food safety standards are strictly followed.

### Key Duties and Responsibilities

- Prepare menus and cook healthy meals for community meals, and special events
- Oversee kitchen volunteers, providing guidance, mentorship, and support as needed
- Ensure all food is prepared following FoodSafe best practices, maintaining cleanliness and hygiene in the kitchen
- Monitor food supplies, and ensure the efficient use of ingredients to minimize waste
- Set up and clean up kitchen and dining areas before and after meals
- Maintain punctuality and professionalism while working in a fast-paced environment
- Create and follow established recipes or suggest creative, nutritious meal ideas that align with the needs of our programs

### Skills and Qualifications

- Valid Food Safe Level 1 Certificate
- Must successfully complete a criminal record check prior to employment
- Proven experience cooking for groups or in a community setting
- Knowledge of FoodSafe practices
- Ability to supervise and lead a team of volunteers
- Strong organizational skills and attention to detail
- Punctual, reliable, and able to manage costs and time effectively
- A passion for preparing healthy meals and contributing to the well-being of the community
- A driver's license and access to a vehicle or car-share network is considered an asset

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**Reports to:** Seniors' Programs Manager

To apply for this position, please email [welcome@gordonhouse.org](mailto:welcome@gordonhouse.org) with a resume and cover letter. Only qualified applicants will be contacted for an interview.

