



## Job Posting

**Position Title:** Assistant Cook

**Position Type:** Permanent Full-Time: Tuesday to Saturday from 1:00 p.m. to 9:00 p.m.

**Salary:** \$18.34 hourly

### Role Summary

- Under the direction of the Cook, assists with meal preparation for all shifts as per the meal plans.
- Serves Breakfast, lunch and dinner and supervises dining room for all meals. Assists with receiving, storing, and monitoring food donations and regular food deliveries.
- Maintains all kitchen and dining room sanitation by wiping and disinfecting tables after each meal seating; mopping floors; loading and unloading the dishwasher and performing other cleaning tasks as per set cleaning rotations and as directed.
- Assists with food production and presentation of daily menu items and special events.
- Maintains confidentiality of client and agency information.
- Participates in staff trainings and programs as required.
- Assists residents with special dietary needs.
- Assumes other such responsibilities as may be deemed necessary from time to time.

### Qualifications

- High school diploma or general education diploma (GED); and 6 to 18 months related experience and/or training; or equivalent combination of education and experience.
- Institutional and restaurant experience as well as a good working knowledge of all food preparation and production standards including sanitation safety standards.
- Food Handler's Certification.
- Good working knowledge of all commercial grade kitchen equipment.
- The ability to be able to function independently and maintain self-sufficiency with minimal supervision.
- Good interpersonal communication skills, flexibility and willingness to shift priorities as needed.
- Knowledge of the service population's cultural and socioeconomic characteristics and the appropriate techniques and practices for the client population.
- All staff, volunteers, and students require criminal reference checks. This includes vulnerable sector screening, which must be updated every three years.
- Ability to interact effectively as a team member and independently with Shelter staff and with a diverse client base.

**Please note:** A vulnerable sector police reference check is required by the successful candidate prior to hiring.

*The Red Door is an equal opportunity agency and encourages applications from all those who wish to apply. We especially welcome those who have lived experiences and affinities that align with our clients in order to best represent their interests, including women-identifying people, members of the 2SLGBTQ+ community, Black, Indigenous, people of colour (BIPOC), newcomers to Canada, those who have experience with homelessness and violence, and those with disabilities. Regrettably, we are not fully wheelchair accessible at our main office or our Violence Against Women shelter.*

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. . . . ending family homelessness, one family at a time.