



JOB POSTING

Relief Cook

Position Type: Casual

Job Reference Code: BP-118

Salary: \$18.83 – 19.13 per hour + plus 4% vacation pay as per the collective agreement

About Red Door: Red Door is a non-for-profit organization. The mission of the Red Door Shelter is to end homelessness for each family that comes through our doors by providing a safe, temporary refuge and critical services to support them in healing, rebuilding their lives and integrating back into a community. At Red Door, we strive for quality care, advocacy, collaboration, integrity and accountability.

Responsibilities:

- Prepares daily meal plan and posts in residence.
- Receives information from floors regarding special dietary requirements such as; bag lunches for school or special trips, hallal, restrictive diets, etc.
- Organizes meal preparation including tasks to be performed by Assistant.
- Prepares meals including bag lunches as required.
- Cleans kitchen area and working supplies.
- Prepares meal preparation instructions for Relief Cook staff (meal plans, special needs, cooking instructions).
- Conducts weekly physical count of inventory on all floors and adjusts as required.
- Prepares and issues bi-weekly food order.
- Receives deliveries, confirms all counts and places in storage.
- Maintains inventories and claims credits for short deliveries.
- Maintains receiving files.
- Maintains proper storage practices (e.g., separation of food types [meats and vegetables], protection of soft foods [like lettuce]).
- Performs routine defrosting of fridge/freezer.
- Ensures the cleanliness and hygiene of the kitchen area including; all appliances, counters, floors and kitchen supplies.

Qualifications:

- Post-secondary education in Culinary Arts/Hospitality preferred.
- Sound knowledge of the Canada Food Guide, with an ability to effectively apply this to menu planning and meal preparation.
- Experience in providing large volume food services, preferably in a shelter setting.
- Valid Food Handler's Certificate.
- Good interpersonal skills.
- Committed team player.

How To Apply: Please submit your cover letter and résumé via web link provided below:

<https://www.jobillico.com/fast-postulation/10894338>

We thank all applicants, however, only those selected for an interview will be contacted. NO PHONE CALLS PLEASE.

Please note:

- 1.) All Red Door employees are required to be fully vaccinated as a condition of hire in accordance with the Red Door's Mandatory Vaccination Policy.
- 2.) A successful candidate will be required to clear vulnerable sector screening.

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.