

## Job Information

<b>Job Title</b>	Head Cook
<b>Department</b>	Food Services
<b>Location</b>	The Good Companions Senior's Centre, 670 Albert Street.
<b>Reports to</b>	Director of Food Services
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
<b>Estimated Start Date</b>	ASAP
<b>Salary</b>	\$43,315.00 - \$45,430.00
<b>Posting Date: June 20<sup>th</sup>, 2023</b>	<b>Closing Date: April 2, 2024</b>

**All interested applicants should submit a cover letter and resume by e-mail at;**  
[fbowie@thegoodcompanions.ca](mailto:fbowie@thegoodcompanions.ca) **quoting competition**  
**COMP: Head Cook.**

**Preference will be given to internal applicants.** We thank all applicants for their interest in The Good Companions Seniors' Centre, but we will only contact those external applicants selected for an interview.

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

## Overview

The Good Companions is a vibrant organization for older adults and adults with disabilities where friendships are developed and opportunities are endless! With over 100 physical, social, artistic, health, recreational and educational programs to choose from special seasonal events, and a monthly birthday party for members and guests, there is something for everyone! The Good Companions provides programs in the community as well. Community Support Services provide support for people who have a disability, illness or limitation due to aging, help them remain living independently and safely at home, and make connections to others in their community. Join our dynamic staff team!

## Responsibilities

### Service:

- Prepares all food following safe food handling procedures;
- Prepares and serves main meal, Adult Day Program meals, pastries, and takeout meals for the dining room;
- Prepares and serves meals for Meals on Wheels;
- Prepares and packages frozen meals;
- Ensures adequate product is pulled from the freezer in a timely manner;

- Ensures meals, soups and cooler items are packaged for Meals on Wheels in a timely manner following all and procedures with the help of the assistant cook and dishwasher;
  - Oversees Dining Room volunteers in conjunction with the Director
  - Oversees the preparation and implementation of Food Service Requests;
  - Orders food supplies in the absence of the Director;
  - Works according to a cycle menu plan prepared by the Director;
  - Cleans the kitchen and equipment in accordance with Department of Health standards;
  - Operates dishwasher as required;
  - Stocks deliveries, as required.
- Supervision and Administration:**
- Ensures the efficient operation of the Food Service area, under supervision of Director;
  - Assumes partial duties of the Director, in his/her absence, including ordering supplies, organizing em planning menus, oversees packaging and distribution of online food sales, operating cash registers an working with other Centre employees and documenting what has been completed;
  - Works with a team of volunteers to ensure the smooth operation of the Dining Room;

## Organizational

- Fulfills The Good Companions' mission, visions, values, goals and objectives;
- Works with an open, friendly respectful approach toward members, clients and volunteers as they partic the Corporation;
- Disseminates information to the members, clients and the community;
- Promotes The Good Companions' programs and services to potential community referring sources
- Assists in the development and implementation of long-term planning and policies;
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety;
- Meets regularly with Supervisor

## Qualifications

### Education

- Grade 12 or equivalent;
- Red Seal preferred or equivalent training and experience

### Experience

- 5 years' experience in a food service environment working with quantities of food;
- Experience working with volunteers and supervising employees;
- 1-2 years working with older adults or persons with a physical disability.
- Ordering food and supplies
- Menu planning

### Operational Requirements

- Negative Police Record Check for Working with the vulnerable;
- C.P.R. and First Aid Certificate, required annually.
- WHIMIS Certificate;
- Computer literacy

### Skills Required

- Food preparation skills;
- To work positively in a team environment
- Effective communication skills
- Strong organizational skills

## Abilities

- To work in a fast-paced, multi-task environment;
- To coordinate workload and meet deadlines;
- To understand the needs, interests and concerns of older adults and persons with a physical disability;
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBTQ2+, multicultural communities)

## Working Conditions

- In-lieu, overtime as required;
- Availability to work scheduled evenings and weekends;
- An environment that has temperature extremes;
- Requirement to lift and put away heavy items i.e. pots and pans and deliveries.

## Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.