

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

2022 Ongoing

<b>POSITION TITLE:</b> Relief Cook, Corner Drop In	<b>STATUS:</b> Relief, non-bargaining unit
<b>DEPARTMENT:</b> Urban Health & Homelessness Services	<b>CONTRACT DATES:</b> n/a
<b># HRS / WEEK:</b> Varies. No guarantee of Hours	<b>HOURLY RATE:</b> \$25.57
<b>REPORT TO:</b> Senior Manager, Harm Reduction & Drop In	

**GENERAL DESCRIPTION:** This position is responsible for filling in for the regular cook in the event of illness or vacation in a busy drop-in centre. Working as a team member with other staff in the provision of services to the drop-in membership, the relief cook will cook a hot meal for up to 200 members daily, oversee a number of volunteers, and engage in the safe running of a busy kitchen.

### MAJOR DUTIES:

- Prepare daily meals of sufficient quantity, variety and nutritional value to accommodate the many who rely on the Corner Drop-in for their breakfast and lunch.
- Receive food deliveries that arrive on their shift from a variety of food sources including wholesalers and donated food sources such as Daily Bread Foodbank and Second Harvest. Maintain good working relationships with food donors and suppliers, ensuring conditions of receiving donated food are met.
- Ensure that food storage, preparation and distribution comply with health and safety standards. Ensure kitchen facilities are kept clean and in good working order. Maintain a proper, up-to-date inventory system of both food and kitchen supplies.
- Work with other team members in preventing and appropriately handling crisis and maintaining a safe and peaceful environment.
- Report to the Coordinator of the Drop-in
- Attend meetings and other department activities as assigned.
- Ensure confidentiality is maintained on all client and personnel matters.
- Cooperate with and participate in health and safety legislation and instructions for a safe and healthy workspace, including all IPAC procedures and COVID19 legislation.

### REQUIREMENTS & QUALIFICATIONS:

- High school graduate with 1 year experience in food preparation in an institutional setting, or a combined equivalent of education and experience
- Strong demonstrated cooking, food handling skills, meal planning and food ordering/purchasing skills.
- Certified in Food Handling
- Knowledge of needs, experiences and services for the homeless population.
- Training in crisis management, CPR and first aid.
- Strong verbal communication skills in English.
- Sensitivity and the ability to work in a diverse work setting with marginalized populations.
- A current police reference check may be required

**To apply, submit your resume and cover letter with the position title in the subject line of your email to:**  
**careers@tngcs.org**