

*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

**Job# TNG2022-210**

<b>POSITION TITLE:</b> Contract Assistant Cook – Housing	
<b>DEPARTMENT:</b> Housing	<b>STATUS:</b> Contract Full Time, CUPE 7797
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> ASAP till March 31 <sup>st</sup> 2023, or the return of the incumbent, whichever is earlier
<b>REPORT TO:</b> Property Manager	<b>HOURLY RATE:</b> \$19.00
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** The position will assist the Cook in preparing a variety of healthy and nutritious meals for the residents at TNG's west modular housing site while also maintaining a clean and hygienic environment that is compliant with Government regulations. The position reports to the Property Manager and is part of **CUPE Local 7797**.

### MAJOR DUTIES:

- Ensure kitchen is kept in compliance with the Provincial and Metropolitan Government regulations
- Follow schedule as outlined by Management, and be flexible when necessary
- Assist in planning well-balanced, healthy, varied and nutritious menus based on the Canada Food Guide
- Ensure menus are followed and when changes are necessary note them on the posted menu
- Strictly follow allergy chart and food restrictions per policy
- Assist with preparing the shopping list and bulk ordering of food
- Shop as necessary to purchase food and kitchen items while staying within budget
- Keep inventory of kitchen equipment, utensils, etc.
- Inform Cook when items need to be replaced or repaired
- Ensure cleanliness and hygiene of kitchen. Including stove, fridge, sink, countertops, back walls, dishwasher, interior and exterior of cupboards
- Assist with dining room clean up after meals
- Ensure food is kept covered and stored in a hygienic manner
- Make sure all food and utensils are stored and cupboards are locked at night
- Attend staff meetings when necessary
- Other duties as assigned
- Adhere to Agency policies and procedures at all times
- Maintain client confidentiality

### REQUIREMENTS & QUALIFICATIONS:

- Qualified cooking certification or equivalent experience and relevant courses
- Valid Food Handling Certificate
- Knowledge of Public Health Practices
- Demonstrated communication skills, both oral and written
- Proven interpersonal skills
- Ability to plan and organize tasks
- Ability to follow direction and be flexible and adaptable in the work environment
- Ability to work independently and as a team player.
- Experience working in a diverse ethno-multi-lingual community- based settings
- Valid First Aid/ CPR certificate
- Satisfactory Police Check

**To apply, submit your resume and cover letter with "TNG2022-210" in the subject line of your email to:**  
**careers@tngcs.org**