



**Parkdale Activity - Recreation Centre:
A community where people rebuild
their lives.**

1499 Queen Street West,
Toronto, Ontario M6R 1A3

EDMOND PLACE MEAL PROGRAM

POSTING: Kitchen Relief Cook

Summary of Position

- The Kitchen Relief Cook will prepare lunch and dinner for our Meal Program which operates 7 days a week. This high-demand kitchen provides a daily meal service to the residence of EP.
- This position exists within a multi-service agency with 2 full kitchens. Opportunities for growth exist within our agency.

Primary Duties and Responsibilities:

- Doing meal preparation for lunch & dinner for up to 30 participant according to the existing menu.
- Creates a positive cooking environment, while making fresh, healthy, nutritious meals daily.
- Ensures safe storage and distribution of food supply
- Work safely and follow all health & safety policies and procedures
- Increases the food quality by always making best practise your practise
- Rotates food supply and stock daily. Read the menu for the week and take out the protein for the next day's meal (leave in refrigerator for thawing)
- Completes the end-of-shift closing checklist for the kitchen including leaving the kitchen clean and reports unsafe or broken equipment to supervisor.
- Serve prepared meals to residences
- Communicate important information with other Lead Cooks and supervisor via menu white board and email.
- Will attend supervision meetings, crew meetings, and trainings sessions as required by supervisor
- Treat members, staff and kitchen crew in a respectful, collaborative manner in accordance to EP's mission & values. Represents Edmond Place in a professional manner
- Model appropriate behaviours to staff, members, volunteers and partners that are in line with our mission, vision and values. Establish rapport and maintain effective relationship building behaviours with staff, members and partners in a professional manner
- Available to work evenings, weekends and holidays or any other time as shifts becomes available

Qualifications and/or Requirements:

- 2 years culinary experience preparing a wide variety of nutritious meals in a public setting.
- Is outgoing and friendly with the ability to work in a busy public space
- Prefer a self-identified current or former user of mental health or addictions services who can relate to others who are now using those services
- Ability to prepare large numbers of exciting meals
- Experience ensuring safe food standards, food preparation and food distribution techniques according to public health standards. Food Handling Certification is required before start date.
- Time management skills & ability to delegate & manage volunteer help effectively.
- Able to perform heavy lifting up to 50 pounds
- Working telephone is required
- Is outgoing and friendly with the ability to work in a busy public space.
- Must be able to work Saturdays, Sundays and public holidays
- One year experience working/volunteering in a community mental health setting
- Ability to write basic correspondence (fax, memos, letters, emails) is considered an asset
- PARC encourages people with life-experience of poverty or contact with the psychiatric system and internationally trained professionals and members of ethno-racial, aboriginal, immigrant, refugee, LGBTQ and disabled community groups to apply.

Please forward all resume to Tessa White (twhite@parc.on.ca) on or before September 7th, 2018