



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

1499 Queen Street West,  
Toronto, Ontario M6R 1A3

**PARC MEAL PROGRAM**

**POSTING: Kitchen Relief Cook**

**Summary of Position**

- The Kitchen Relief Cook will prepare breakfast & lunch for our Meal Program which operates 7 days a week. This high-demand kitchen provides a daily meal service to PARC'S members.
- Our ideal candidate will work well with volunteers, who might be dealing with issues of poverty, mental health, addictions and food insecurity.
- 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 Breakfast & Lunch for between 100 - 175 participants (within the given time frame).
- Creates a positive cooking environment, while making fresh, healthy, nutritious meals daily. Plating meals and placing them on cart in preparation for service.
- Do next day food prep as required
- Ensures safe storage 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
- Assist with deliveries (receiving and packing away)
- Completes the end-of-shift closing checklist for the kitchen including leaving the kitchen clean and reports unsafe or broken equipment to supervisor.
- 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
- 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](mailto:twhite@parc.on.ca)) on or before September 7<sup>th</sup> 2018