

**House Cook- Transition House for Women- Job Description**

**Job** **Title:**House Cook

**Job** **Site:**Ann Davis Transition Society Women’s Centre

**Employment Type:** Casual

**Reports to:**Women’s Centre Manager

**Work Hours:** 10:00 am to 6:00 pm

**Hourly Wage:** $24.56

**Grid:** 9

**To Apply:** Please send resume and 2 references to HR@anndavis.org

**About the opportunity:**

Ann Davis Transition Society is looking for a female House Cook to prepare 3 individual meals a day for 15 to 22 people at the Ann Davis Transition Society Women’s Centre. The meals will be Homestyle, made with ingredients that are on-hand within the house. All ingredient preparation and cooking will take place within our regular kitchen. Candidates must be experienced with high-intensity, high-volume kitchen scenarios and possess all necessary certification, including but not limited to food safe certification.  This position requires union membership. Please note this position is contingent on Ann Davis Transition Society funding and budgetary limitations.

A logo with a heart and an umbrella

Description automatically generated

**Job Duties and Responsibilities**

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| * Develops a breakfast, lunch and dinner menu plan in accordance with accepted nutritional guidelines such as Canada’s Food Guide for Healthy Eating and the individual dietary needs of the clients. * Prepares, cooks and serves meals and snacks, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan. * Oversees the operation of the eating and cooking facilities and equipment and ensures their cleanliness and maintenance. Reviews the meal preparation needs of the organization. Purchases equipment to meet those needs within approved budget limits. Maintains an inventory and ensures good working order of all related equipment. * Purchases and orders food items necessary for the preparation of meals. Ensures that purchases are within approved budget limits. Maintains an inventory of food and other related items. Stores food items appropriately and safely. * Responsible for a petty cash float and grocery cards. * Submit a monthly report accounting to finance of money spent on groceries. * Checks emails for staff information on each shift. * Performs other related duties as required.   **Skills and Position Requirements**   |  | | --- | | * Grade 10, plus graduation from a program in institutional or residential cooking. * Current Food Safe Certificate. * One (1) year recent related experience. Or an equivalent combination of education, training, and experience. |  * Must hold a valid unrestricted class 5 driver’s license. (N drivers may not transport children or clients) for the purpose of picking up food ingredients/supplies. * Provide a clean ICBC driver’s abstract upon hire; then every three (3) years while employed. * Must hold a valid unrestricted class 5 driver’s license. (N drivers may not transport children or clients) for the purpose of picking up food ingredients/supplies. * Provide a clean ICBC driver’s abstract upon hire; then every three (3) years while employed.      * Must have a reliable, safe, well-maintained, clean, non-smoking vehicle with working seat belts and appropriate insurance as per Ann Davis Transition Society’s Driving Policy. * A valid vulnerable sector criminal record check. |

**Working Conditions:**  
Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. Will also need to get a vulnerability sector check done.

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The House Cook will follow the Union Collective Agreement, Code of Ethics, and the Mission Statement of the Ann Davis Transition Society.*