



## JOB POSTING

<b>Status:</b> Full-time Permanent	<b>Reporting to:</b> Executive Chef / Manager of Food Services
<b>Date Posted:</b> 13-Sep-2017	<b>Deadline for Submission:</b> 29-Sep-2017
<p>If interested please submit resumé to:</p> <p><a href="mailto:hr@ottawamission.com">hr@ottawamission.com</a></p>	

JOB TITLE: COOK	
<b>REPORTS TO:</b>	<b>EXECUTIVE CHEF &amp; MANAGER OF FOOD SERVICES</b>
<b>DEPARTMENT:</b>	<b>FOOD SERVICES</b>
<b>JOB LEVEL:</b>	<b>OPERATIONAL SUPPORT</b>
Core Purpose & Mission Statement	
<p><b>The Core Purpose</b> of the Ottawa Mission is to reflect Jesus' love in serving the homeless, the hungry, and the lost. <b>Our Mission</b> is to provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life</p>	
Vision & Values	
<p><b>Our Vision</b> is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.</p> <p><b>Our Values are</b> Acceptance, Respect, Compassion, Integrity and Interdependence</p>	
Position Purpose	
<p>Reporting to the Executive Chef &amp; Manager of Food Services the cook seeks guidance for daily duties from the Assistant Manager, supervisor, or Papered Cook on shift. He/she assists in the production of the approximately 1200 daily meals served at The Ottawa Mission. The Cook will assist with all aspects of food preparation and instructing volunteers accordingly. He/she must adhere to sanitation practices and health and safety requirements. The Cook takes on the role and responsibilities of papered cook or Chef's assistant in the papered cook's absence.</p>	
Major Responsibilities	
<ul style="list-style-type: none"> <li>• Assist papered cooks with food preparation</li> <li>• Have knowledge of all kitchen equipment and tools</li> <li>• Receive food services and other deliveries, overseeing condition and handling of incoming goods</li> <li>• Responsible for cleaning the dining room after each meal service with the help of volunteers</li> <li>• Sweep and mop kitchen floor as needed</li> <li>• Clean and sanitize kitchen appliances, fridges, stoves and other appliances or equipment</li> </ul>	

**ACCOMMODATION IS AVAILABLE, UPON REQUEST, FOR ALL EMPLOYEES WITH DISABILITIES**

## JOB TITLE: COOK

- Sanitize and polish kitchen
- Assist in dish room as needed
- Responsible for short order duties (ex: deep frying, breakfast service)
- Responsible for prep and salad duties (i.e., washing and cutting vegetables, etc.)
- Assist with client service at counter
- Maintain an atmosphere of courtesy and respect towards clients, staff, FSTP trainees and volunteers
- May take on role and responsibilities of the shipper/receiver in their absence
- Assist in the training of participants in the FSTP
- In the absence of papered cook, they may be responsible for all duties related there of
- Follow daily instructions or seek guidance from Sous Chef & Assistant Manager or Kitchen Supervisor
- Assigning and instructing volunteers to complete appropriate tasks
- Other duties as required or assigned by management

## Other Requirements

### Education

- High school diploma

### Experience

- Experience in kitchen environment

### Qualifications

- HACCP, WHMIS and City of Ottawa Food Handlers Certification essential
- Must possess basic mathematical skills to understand recipes, measurements, requisition amounts and portion sizes.
- Proven ability to demonstrate culinary techniques, i.e. cutting, cooking principles, safety and sanitation
- Ability to prepare meal alternatives in a nutritious manner following the Canada Food Guide
- Ability to work independently and as part of a team
- Good oral and written communication skills
- Ability to multi-task
- Ability to work in a very fast paced environment
- Ability to lift up to 50 lbs
- Must be a self-starter with a sense of urgency
- Flexibility in work hours, including early mornings
- Valid G driver's license preferred
- Bilingualism (English/French) considered an asset

### Working conditions

- High degree of physical activity involving: walking, standing, sitting, climbing stairs, bending, lifting, driving
- Ability to stand for long periods of time
- Ability to work independently and as part of a team
- Ability to lift up to 50 lbs
- Ability to work flexible hours and schedule, weekends and holidays may be required, as well as mornings and evening
- Overtime as required
- Must be comfortable working in a challenging environment that has the potential for confrontation and/or exposure to violence