



# Employment Opportunity

**Mission Statement:** St. Paul's L'Amoreaux Centre supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

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**Position:** Relief Cook  
**Hours of Work:** Part-time variable  
**Reports to:** Director of Facilities and Properties  
**Respond to:** Human Resources Coordinator  
Email: [hrd@splc.ca](mailto:hrd@splc.ca) / Fax: 416-493-3391

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## **Position Summary**

Responsible to prepare and cook meals for older adults and seniors, coordinate the meal preparation and provide other support duties to promote health and safety of clients and other staff

## **Responsibilities**

### **1. Prepares and cooks meals for older adults and senior clients**

- Prepares and cooks a wide variety of regular and special diet meals (including Chinese, South Asian and Western ) according to prescribed or planned menus
- Determines serving sizes and estimates quantity of food supply requirements.
- Determines proper cooking time and temperature
- Plans menus for daily lunch and dinner specials as required

### **2. Manages the meal preparation for different programs and activities.**

- Takes inventory of supplies on hand and orders required food supplies, ingredients, and other consumables on a scheduled basis as determined by menu and estimated number of clients.
- Checks and inspects deliveries of food supplies for quantity and quality of items and rejects or returns incorrect items or poor quality of fresh products
- Unpacks and stores supplies in refrigerator, freezer, cupboards and other storage areas
- Monitors all ready-to-serve food items and ensures proper temperature
- Coordinates meal preparation for variety of centre programs

### **3. Performs other support duties**

- Reports to supervisor about all existing or potential hygiene and safety hazard and risk.
- Understands and complies with all legislative guidelines regarding Health & Safety in the workplace
- Maintains kitchen equipment, reports to supervisor about needs of purchase, necessary repairs, and any safety concerns in a timely manner
- Cleans and sanitizes all food preparation equipment and ensures they are kept in safe and operable condition on a daily basis
- Reports to supervisor about any food services related issues for quality improvement



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## **Education:**

- Community College Diploma in Food Services and/or Nutrition, or equivalent
- Food Handler Certification

## **Skills & Experience:**

- Experience in preparing meals for 35 people or more
- Experience in food services for older adults, seniors or others with menu planning including special diets an asset
- Good organizational and time management skills
- Effective communication and interpersonal skills
- Experience working in a culturally diverse environment
- Preparing Chinese and South Asian meals an asset
- Able to work in a busy kitchen with high pressure and as part of a team
- Ability to speak a second language is an asset

## **Other:**

- Criminal Reference Check required

St Paul's L'Amoreaux Centre is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided if needed in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.

*Please submit your application quoting the position you are applying to by mail, fax or email:*

Mail: Human Resources Department  
3333 Finch Avenue East  
Scarborough, ON  
M1W 2R9

Fax: 416-493-3391

Email: hrd@splc.ca

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.