



Casual Cook Job Posting

TITLE: Casual Cook

LOCATION: 75 Martha

DEPARTMENT: Food and Nutrition

REPORTS TO: Food and Nutrition Program Manager

SALARY: \$16.50 per hour

STATUS: Casual/Relief

HOURS: 6:00 am – 2:30 pm

POSITION SUMMARY:

Under the supervision and direction of the Food and Nutrition Program Manager, and in accordance with Main Street Project's (MSP) mission, values, goals and policies, the Casual Cook functions as a member of a team to prepare meals for MSP clients.

The Cook will prepare two meals a day, prepare soup 4 times a day and work with the Kitchen Supervisor to order food and manage inventory. The employee will also be responsible for cleaning the kitchen and all dishes that accumulate during their shift.

JOB DUTIES & RESPONSIBILITIES

Daily Duties:

- Prepare 3 meals a day (breakfast, lunch and supper).
- Prepare soup as needed.
- Clean all pots, pans, dishes and utensils.
- Sweep and wash floor.
- Clean and maintain kitchen equipment.
- Clean and maintain dish sterilizer.
- Clean all counter tops and wipe down all cupboards.
- Clean exhaust vents filters.
- Dispose of all used garbage bags at end of shift.

Other Responsibilities:

- Disposal of all cardboard boxes after the deliveries have been stored.
- Assist in receiving and organizing Winnipeg Harvest deliveries.
- Tidy and organize all areas for storing dry goods.
- Tidy and organize all freezers and refrigerators.
- Monitor expiry dates of all food supplies.
- Order food supplies, maintaining an inventory of appropriate levels.
- Create and or update inventory lists.
- Arrange, cook, and plan meals for agency events (such as feasts, memorials, annual staff events, holiday events).
- Provide support to the agency regarding nutrition.
- Provide client information around healthy eating, eating on a budget, and food resources such as Harvest.
- Perform other duties as assigned.

EDUCATION & QUALIFICATIONS:

- Minimum 3 years related commercial kitchen experience required or a combination of experience and training in food services will be considered.
- Food Handler Certificate required.
- Completion of a Culinary Arts Program is considered an asset.



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- Red Seal Chef (or working towards certification) is considered an asset
- Ability to work with minimal supervision and exercise good judgement.
- Responsible for workload management and for organizing daily work, prioritizing tasks, to ensure responsibilities are adequately met.
- Receiving and sorting deliveries.
- Ability to work cooperatively with others to ensure a pleasant and productive environment.
- Effective communication skills, both verbal and written.
- Proficient computer skills including Microsoft Office (Word, Excel, and Outlook).
- Valid Driver's license required.
- Satisfactory Criminal Record Check with Clear Vulnerable Sector Search and Clear Adult Abuse Registry Check required as a condition of employment.

APPLICATION PROCESS

When emailing your application, be sure to indicate the correct position information in the **Subject Line**.

Submit to:	hr@mainstreetproject.ca
Subject Line:	Casual Cook
Required Documentation:	Resume, Cover Letter, Education Credentials and/or Certifications
Closing Date:	March 16, 2022

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but only those selected for an interview will be contacted.