

Internal/External Job Posting

(Bargaining Unit Position)

Position: Shelter Cook
Accountability: Shelter Manager/Shelter Services Director
Hours of Work: 21 hours per week, 3 days per week -Monday thru Friday
Rate of Pay: Start rate \$16.97 Job rate \$17.49
Location: Y's WISH Shelter for Abused Women and children, Oshawa
Start Date: Immediately

SUMMARY OF DUTIES:

The incumbent performs a variety of food service duties within Y's WISH Shelter, which help to fulfill the YWCA Durham's commitment to providing the highest quality of food services to residents.

1. Plans and prepares varied, economical, nutritious and culturally diverse meals based on Canada's Food Guide and resident's needs. Weekly menus will be created and posted each week.
 2. Coordinates grocery and supply ordering and inventory control within budgetary limits.
 3. Responsible for weekly grocery shopping.
 4. Ensures that high standards of cleanliness, organization and quality control of kitchen equipment and all food service / storage areas are maintained.
 5. Assists with the collection and disposal of all garbage and recycling from designated areas.
 6. Recommends to the Shelter Services Director ways to increase efficiency and cost effectiveness of shelter food service.
 7. Observes and reports necessary repairs and maintenance of kitchen facilities and equipment to the Shelter Services Director.
 8. Completes relevant statistical information.
 9. Attends meetings as required.
 10. Pickups supplies and / or donations.
 11. Performs other kitchen-related duties as assigned.
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QUALIFICATIONS:

1. Post secondary education in Hospitality/Food Service Management or a related field and/or minimum of two years experience in the Food Service Industry.
 2. Certificates and/or knowledge of safe food handling techniques, WHMIS and Canada's Food Guide.
 3. Specialty food preparation certificates and/or experience, i.e. baking, is an asset.
 4. Knowledge and sensitivity to specific dietary needs, i.e. allergies, cultural needs, etc.
 5. Able to serve residents in a positive, professional and non-judgemental manner.
 6. Physically able to carry out all responsibilities and duties required.
 7. Able to work independently and as part of the shelter staff team.
 8. Able to understand, respect and maintain confidentiality in all YWCA affairs.
 9. Good organizational skills and ability to problem solve and make sound decisions.
 - 10. Must have a valid driver's license and access to a reliable vehicle.**
 11. Current C.P.R. / First Aid Certification is an asset.
 12. Understands and supports the unique needs of women and children living in the shelter environment.
 13. Must be fully vaccinated against COVID-19.
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Submit Letter of Interest and Resume by 5:00pm, July 4th, 2022

Stephanie Fetter,
Shelter manager
c/o Y's WISH Shelter
sf@ywcadurham.org

We invite all qualified applicants from within the Bargaining Unit to apply.

The YWCA Durham seeks to be an equal opportunity employer. We encourage applications from women of all race; colour; ethnic origin; ability and sexual orientation.