

**M'akola ILBC Housing Society
Employment Opportunity
Part-Time Second Cook Position**
Internal/External Posting



Under the supervision of the Kitchen Supervisor, the Second Cook is responsible for the basic cooking, baking and preparation techniques of the kitchen operations of the Assisted Living Project located on the Traditional Territory of the Cowichan Tribes of Duncan, BC, referred to as, "Ts'i'ts'uwatul' Lelum". The successful candidate will work with the Kitchen Supervisor to produce high quality, low fat, low sugar, low salt meals and baked goods that are palatable and nutritious, food purchasing, food production and maintaining a clean and sanitary working environment in a professional manner. The Second Cook will represent M'akola ILBC Housing Society and embrace the vision to improve living conditions for Elders, seniors, people living with a disability and First Nations people while encouraging and reinforcing traditional practices and cultural beliefs. The incumbent will ensure the Second Cook position is represented in a professional, responsible, and respectful way at all times.

SUMMARY OF DUTIES:

- To contribute to providing a safe and stable environment for all residents;
- Directly executing the meals and snacks in accordance with safety and health standards and according to nutritional guidelines as set out in the Canada Food Guide for Healthy Eating;
- Unpacking dry goods in dry storage and cooler as required making sure items are properly rotated;
- Participating in bi-annual fire drills;
- Assisting with evacuation of the building in the case of an emergency;
- Maintaining resident and staff confidentiality;
- Documenting temperatures of the cooler and freezer;
- Reporting to the Kitchen Supervisor with problems or changes;
- Ensuring compliance with all HACCP Food Safe guidelines in the handling and storage of all food supplies;
- Properly labeling and storing leftovers at the end of each meal;
- Assisting Kitchen Supervisor with menu development, creation, and rotation when required;
- Assuring standardized recipes are utilized;
- Assisting in daily food preparation and service as business volumes dictate;
- Sharing responsibility with Kitchen Supervisor that accurate month end inventories are completed;
- Accurate and timely completion of all documentation assigned or as required;
- Administering First Aid to Residents in the case of an incident during meal time;
- Following dress code policy guidelines;
- Setting and maintaining the highest food quality standards;
- Maintaining current on culinary trends and develops special menus as required;
- Promoting a nurturing, caring environment for fellow employees;
- Assisting with dishing up meal plates;
- Assisting dining room staff with serving meals when required;

- Sweeping & mopping floors as required;
- Cleaning & putting dishes away as required;
- In the absence of the Kitchen Supervisor the Second Cook will fill the roles and responsibilities;
- Other related duties as may be required.

SKILLS, ABILITIES AND TECHNICAL KNOWLEDGE:

- Ability to guide and direct a collaborative team when required;
- Demonstrate sound and accurate judgment;
- Excellent written and oral communication skills;
- Strong planning and time management skills;
- Capable of being socially sensitive to First Nations issues and concerns;
- Ability to understand and comply with the M'akola ILBC Housing Society's Policies and Procedures, vision, mission and values;
- Proven ability to be reliable and punctual;
- Ability to work with a positive team-building approach;
- A positive and upbeat personality;
- Knowledge of the affects of aging;
- Ability to create meals that would appeal to Aboriginal/First Nations Elders;
- Exhibit strong interpersonal skills, with the ability to display tact, respect and diplomacy;
- Ability to take direction and follow procedures;
- Knowledge to respond effectively and calmly in crisis situations;
- Ability to lift up to 30lbs regularly and 50lbs occasionally;
- Ability to function effectively within the Constitution and Bylaws of the Ts'i'ts'uwatul' Lelum.

EDUCATION AND EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Grade 12 Diploma
- Post Secondary Culinary Certificate/Cook Red Seal Certificate;
- Minimum 5 years kitchen experience working in a high volume facility preferably in a congregate/assisted living setting;
- Experience working in and with the Aboriginal community.

OTHER:

- Criminal Record Check clearance;
- Current First Aid Level I, Food Safe Level II, and WHMIS Certification;
- Scheduled hours - 11:00 AM to 7:00 PM
- Must be available to work evenings regularly & weekends when required due to operational needs;



- Preference will be given to applicants of Aboriginal ancestry (please self-identify) as per Section 41 of the BC Human Rights Code.

Please submit your resume and cover letter to the attention of:

Audrey George, Assisted Living Manager
M'akola ILBC Housing Society
5755 Allenby Rd., Duncan BC V9L 0E6 fax: (250) 597-2251
email: ageorge@makola.bc.ca
(by mail/email/fax or in person)

Closing Date: July 31, 2015 @ 4:30 PM

Only those selected will be contacted.