



HEAD COOK – COOK 4, Permanent Full-time

Hourly Rate: \$28.30

Under the direction of the Manager of Dining Experience (MODE), the Cook 4 is in charge of planning, preparation, and the direction of preparation of meals. The Cook 4 is in charge of ordering grocery supplies from various suppliers. The Cook 4 provides leadership to dietary staff, cooks and bakers at all Apartment buildings regarding meal service interactions, meals and products produced. The Cook 4 is to provide insight to MODE for evaluations.

The Cook 4 is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures ensuring the provision of *Resident and Family Centred Care* (RFCC) while safeguarding staff and residents.

This position requires teamwork, communication, and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

DUTIES & FUNCTIONS:

1. Using experience and knowledge of food, work with the MODE and Food Services Coordinator (FSC) to develop menu ideas such as soups, sauces, salads, starches, meats, fish, poultry, vegetables, and desserts.
2. Develop recipes to enlarge quantities of menu items to suit Menno's resident needs. Test and evaluate the recipes to ensure established standards of quality are maintained.
3. Establish the optimal cooking method and servings per recipe.
4. Provide direct guidance to Cook Assistant regarding preparation needs for the weekly menu
5. Establish a guide of quantities needed regarding the two choices of entrees and communicate this in an understandable way.
6. Determine the volume or par level of groceries needed to purchase and keep on hand.
7. Make budget recommendations and share with MODE
8. Establish and support a high standard for Food Safety, using coaching and encouragement if an infraction is observed. Lead by example.
9. Support a high standard of safe work practices and procedures and lead by example.
10. Complete Surge Learning Courses and encourage staff to complete as well.
11. Engage with residents as time permits and be observant of servers and their interactions during meal times.
12. Perform other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience

- Graduation from a recognized 12-month program in cooking.
- 3 years related experience or an equivalent combination of education, training, and experience.
- Preference may be given to those with a Red Seal Certification or approved Chef Education.
- 2-5 years of experience in healthcare or banquet operations in a hotel or resort environment.

Skills/Abilities

- Ability to communicate effectively both verbally and in writing
- Ability to lead and deal with others using coaching, encouragement and professionalism
- Physical ability to lift 50lbs and carry out the duties of the position
- Ability to supervise
- Ability to organize workload
- Ability to operate related equipment
- Working knowledge of basic computer systems
- Professional appearance

Health & Safety

- Is aware of their rights and responsibilities and follow all health and safety policies and procedures.
 - Works safely to reduce the risk of injury to self, co-workers, and residents.
 - Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
 - Participates in fire safety demonstrations and fire drills, and knows the facility fire and disaster plan.

Benefits:

- Company events
- Dental care
- Disability insurance
- Discounted or free food
- Employee assistance program
- Extended health care
- Flexible schedule
- Life insurance
- On-site gym
- On-site parking
- Paid time off
- Tuition reimbursement
- Vision care
- Wellness program

Schedule:

- Day shift

Supplemental pay types:

- Overtime pay

Experience:

- Healthcare or Banquet: 2 years (required)
- Cooking: 2 years (required)
- Cooking School: 2 years (required)

Licence/Certification:

- Red Seal (preferred)
- Food Safe Level 2 (preferred)
- Food Safe Level 1 (required)

Work Location: In person

All applicants for this job posting must provide satisfactory proof, or have such proof on file, that he/she has received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the [Employer] shall make reasonable attempts to accommodate the applicant to carry out his/her role where possible recognizing that the health and safety of other employees and residents will be a priority.

If you are interested in this opportunity, please apply online at www.mennoplace.ca/employment-application. Competitive compensation and benefits.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

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