



<https://onionlakehealth.org/careers/cook-1f-t-and-1-casual-assistant-living-home/>

## Cook (1F/T and 1 Casual) – Assistant Living Home

**Hiring organization**  
OLHBI

**Employment Type**  
Full-time, Part-time

### Description

The Cook, under the direction of the Program Manager, will prepare, present, store, and dispatch all food products, specifically, but not limited to breakfast, lunch and supper. This will include various functions to pre-set menu specifications within the given time limitations as previously determined by the Home Care Coordinator, according to the standards of Onion Lake Health Board Inc., as determined by the Director, and in compliance with all health and safety regulations by always ensuring adherence to all sanitary and safe food handling guidelines.

### Responsibilities

- Ensure and provide consistent food preparation.
- Strong, effective and polite communication with all departments.
- Aid in the transportation of all food products, grocery shopping.
- Conduct yourself in a professional and positive manner.
- Ensure food is stored in appropriate containers, labeled, and rotated to ensure high standards of freshness, minimizing waste and maximizing quality.
- Practice positive strategies to motivate fellow staff, clients; encourage self-esteem and efficiency.
- Strive to uphold a safe working environment and be Health and Safety conscious and actively involved in maintaining and improving a safe work environment.
- Carry out other related duties which may be assigned from time to time.
- Practice proper grooming, personal hygiene, and uniform standards.
- Ensure that the kitchen prep area is maintained at the highest level of cleanliness at all times, especially during food production. This includes: any food spills are cleaned immediately, all equipment is cleaned on a daily basis, there is no build up of grease or other stains on all equipment.

### Qualifications

- Valid Driver's License; Clear Driver's abstract, Criminal Record Check and Vulnerable Sector Check.
- Understanding of food handling and sanitation standards.
- Strong communication and interpersonal skills; Positive attitude and a consistent display of professionalism.
- Innovative, detail oriented, and quality conscious.
- Ability to endure abundant physical movements in carrying out job duties.
- Ability to take constructive feedback and leadership.
- Grade 10 minimum.
- 2-3 years experience.

### Contacts

**DEADLINE DATE: November 15, 2024**

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to: Human Resources**

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