



**THE CHILDREN'S COTTAGE SOCIETY OF CALGARY REQUIRES
A FULL TIME COOK FOR THE CRISIS NURSERY
Competition: CNFTCOOK**

The Children's Cottage Society is a charitable agency established in Calgary in 1986. The Society's mission is "Building strong children and safe nurturing families through prevention programs and support services" and our vision is "Resilient children blossom in healthy families."

The 14-bed Crisis Nursery offers a safe haven for children 24 hours a day, seven days a week.

You will primarily work 40 hours/week – Monday – Friday 10:00 am – 6:00 pm

MAIN RESPONSIBILITIES:

- Prepare menus.
- Order cooking and cleaning supplies
- Coordinates with Food Link and other suppliers.
- Organize the kitchen.
- Develop a cleaning routine.
- Carry out and oversee a cleaning routine.
- Supervise and assist volunteers to work in this area.
- Maintain appropriate documentation of menus and cleaning schedules.
- Clear table after mealtimes and ensure kitchen area has been cleaned.
- Ensure the coolers and freezers are cleaned and working
- Make suggestions for weekend cook/housekeeper with meal planning and cleaning that may not have been completed during the week.
- Assist with other position related tasks as directed by the Manager.

EDUCATION, TRAINING and EXPERIENCE

- Education in Food Handling and Food Preparation with equivalent experience.
- Certificate in Food Safety.
- Experience in prep/cooking for a large number of people
- Strong organizational and time management skills
- Ability to work independently or in a team setting
- Ability to work in an environment with a diverse population with complex needs
- Good communication skills verbal and written
- Valid First Aid

WORKING CONDITIONS (include but not limited to):

- Constant standing and walking throughout shift.
- Frequent lifting and carrying of heavy items.
- Occasional kneeling, pushing, pulling.

This role requires a clear criminal & child intervention record check and proof of COVID vaccination.

Compensation includes individual and family health, life insurance, dental benefits, and RRSP agency contribution.

Please send resume to or careers@childrencottage.ab.ca

Quoting competition: **CNFTCOOK**

We thank all applicants but will only respond to those who are invited to an interview.