



**Relief Shelter Cook**  
Permanent - Relief  
Union Position, \$20.51/hour

The Calgary Women's Emergency Shelter is looking for an individual that believes change is possible, and will thrive in an environment that nurtures families impacted by violence and abuse. Working in a culture of respect and trust together we will build healthy families in our community. We strive to be leaders in our field and believe together we can make a difference.

The Calgary Women's Emergency Shelter is a 24-hour, seven day a week facility. We are seeking a Relief Shelter Cook on an on-call basis with daytime and evening availability on weekdays and weekends. As a Relief Shelter Cook you will support your peers that work on a permanent full-time basis by providing coverage while they are away from work. The majority of shifts will be scheduled in advance but there will also be times when you will be called in on short notice.

**Duties and Responsibilities**

- To ensure meals are planned and prepared in accordance with the guidelines of the Canada Food Guide and client special dietary requirements.
- Provide healthy snacks for clients during the day.
- Responsible for co-coordinating with the full-time cook to order food and kitchen supplies as needed from suppliers and ensuring delivered orders are accurate.
- Responsible for cleaning and upkeep of all kitchen appliances.
- Ensure that proper sanitation and health standards are adhered to by staff, volunteers, and clients.
- Ensure that the planning and preparation of breakfast for the next day, along with explanatory notes on what food is to be served (preparation notes, etc.), is provided for the staff responsible for serving the meal.
- Prepare bagged lunches for working clients and school children during week days.
- Keep records of all meals prepared for licensing purposes.
- Be cognisant of client's ethnic food requirements and endeavour to meet these needs.
- Other duties as assigned.

**Skills and Qualifications**

- Ability to manage food quality and safety through HACCP (Hazard Analysis Critical Control Points) guidelines.
- A minimum of 2 years' professional cooking experience is required.
- Discretion, tact, and the ability to maintain confidentiality is a necessity.
- Team work philosophy of collaboration and cooperation is required.
- Self-motivated with strong self-management ability is essential.
- Strong communication skills (oral and written) in English. A second language would be an asset.
- Demonstrated effective and engaging interpersonal skills.
- Strong organizational skills with strengths in prioritization and efficiencies.
- Ability to think creatively and resolve problems efficiently and effectively.

**Other Information**

- A flexible work schedule is essential with the ability to work during the daytime, weekdays, and weekends, as well as with short notice.
- CPR and First Aid certification are required.
- Food Handler certification is required.
- A criminal records search and an intervention record check are conditions of employment.
- In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

**TO APPLY:** Please submit your resume and cover letter via Reachire <http://reachire.ca/index.php>.

**CLOSE DATE:** Review of applications begins on **May 16, 2018**. The position will remain open until filled.

**The Calgary Women's Emergency Shelter is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all genders, religious, ethnic and social backgrounds to apply.**

**We thank all candidates for their interest, only those selected for an interview will be contacted.  
We regret that we are unable to accept telephone inquiries.**