

## Job Posting

☐ Internal

☒ External/Internal

**Job Title:**

**Cook**

**Posting No:**

**JH 434**

**Job Location:** Courtenay

**Note:** This position includes a comprehensive 100% employer-paid benefit package, enrolment in our defined benefit pension, the Municipal Pension Plan, and three weeks of paid vacation.

**Duties and Qualifications:** See job description at the end of this document.

**Salary Rate:** \$24.56 (Step 1) - \$28.16 (Step 4), JJEP Grid 9, Step 1\*

**Schedule:** Saturday and Sunday 12-6pm

**Hours per week:** 12

**Closing date:** November 15, 2023, at 4:30 pm. If the position is not filled by this date, it will remain open until filled.

**Apply to (cover letter, resume, and 3 references):**

Human Resources

**Email:**

employment@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> Avenue, Campbell River BC, V9W 4E3

This position is open to applicants of all genders.

This position requires proof of COVID-19 vaccination.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

\*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

# Job Description

<i>Job Title:</i>	Cook
<i>Work sites:</i>	The Junction
<i>Program:</i>	Housing Programs
<i>Benchmark:</i>	Cook
<i>Grid Level:</i>	9
<i>Reports To:</i>	Program Manager
<i>Prepared Date:</i>	January 25, 2019
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	January 28, 2019
<i>Revised and Approved by ED:</i>	June 22, 2022
<i>Reviewed:</i>	June 22, 2022

## Job Summary

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Develops menu plans, prepares meals and oversees the operation of the eating and cooking facilities.

## Key Duties and Responsibilities

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Develops a dinner menu plan in accordance with accepted nutritional guidelines such as Canada's Food Guide for Healthy Eating, and the individual dietary needs of the clients.

Prepares, cooks and serves meals, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan.

Oversees the operation of the eating and cooking facilities and equipment and ensures their cleanliness and maintenance. Reviews the meal preparation needs of the organization. Purchases equipment to meet those needs within the approved budget limits. Maintains an inventory of all related equipment.

Purchases and orders food items necessary for the preparation of meals. Ensures that purchases are within approved budget limits. Maintains an inventory of food and other related items. Stores food items.

Performs other related duties as required.

## Qualifications

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The requirements listed below are representative of the knowledge, skills, and/or ability required to perform each essential duty satisfactorily.

## Education and Experience

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Grade 10, plus graduation from a program in institutional or residential quantity cooking.

One (1) year recent related experience

Or an equivalent combination of education, training and experience.

## Other Skills and Abilities

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Worker must:

- Ensure all food handling, preparation, storage, service, premises etc., is managed in accordance with the Food Premises Regulation of the Public Health Act, the Food Safety Act and other relevant regulations.
- Have minimum FOODSAFE Level 1 certification
- Have the ability to form a mutually respectful partnership with housing residents.
- Have the ability to accept the differences he or she will find among residents.
- Accept individuals' rights to self-determination and individuality, and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Have the ability to work respectfully in partnership with other team members.
- Have basic computer and Internet skills.

## Other Job Requirements

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- The Cook must be willing to work weekends and holidays as scheduled.
- The Cook must have a valid driver's license and safe, reliable transportation, and must obtain appropriate insurance as per Society policy.
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- The Cook will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Worker will also abide by the relevant rules and regulations set out by BC Housing.

## Diversity

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The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.