



## Cook

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold (IFTC), our mission is to offer shelter, sanctuary, and healing to assist homeless children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

### Position Summary:

The Cook, under the direction of the Kitchen Manager, will prepare, present, and store all food products. This will include various functions to pre-set menu specifications within the given time limitations as previously determined by the Kitchen Manager according to the standards of Inn from the Cold and in compliance with all health and safety regulations by ensuring adherence to all sanitary and safe food handling guidelines at all times.

### Primary Duties:

- Ensure and provide consistent food preparation and the highest caliber of food presentation, following Inn from the Cold food service standards and ensure communication with volunteers of Inn from the Cold.
- Strong, effective and polite communication with all departments affecting the kitchen - specifically Volunteer Resources, Shelter and Wellness group.
- Ensure cleanliness and hygiene is maintained in the various kitchen areas including refrigerators and storerooms and that food products are rotated to ensure high standards of freshness. Ensure refrigerators and storerooms are organized and maintained in the various kitchen areas on a daily basis and that all food products are stored in accordance with provincial regulations.
- Take an active role in the production and presentation of all food products to maintain the best quality food style possible while adhering to menu specifications.
- Aid in the transportation of all food products, to be sure it is arranged and presented up to the standards set by the Kitchen Manager.
- 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.
- Aid in maintaining department objectives and ensure they are met and exceeded.
- Practice positive strategies to motivate fellow staff, encourage self-esteem and efficiency.
- Help to raise the standards within the department and bring new concepts forth.
- Strive to advance your knowledge, skills and abilities and consistently share these with others.
- Respond in a positive and timely manner to all internal and external guest requests and complaints, while meeting the Inn from the Cold standards to meet the guest's expectations in addition to remaining budget conscious.



- Actively participate in the Inn from the Cold environmental program and department specific initiatives in working towards sustainable operations.
- Strive to uphold a safe working environment and be Health and Safety conscious and actively involved in maintaining and improving a safe work environment.
- Promote professional work habits, encourage fellow staff to act with integrity.
- Carry out other related duties which may be assigned from time to time.
- Adhere to all Inn from the Cold Guidelines, Policies, Rules and Regulations.
- Completion and compliance of the Inn from the Cold's Orientation.
- Follow all food service standards and specifications.
- Follow and adhere to all checklists and prep sheets.
- Ensure communication of breaks with food service staff and production staff.
- Complete assigned side duties and work duties within a timely manner, meeting required deadlines.
- Practice proper grooming, personal hygiene, and uniform standards.
- Attend designated meetings, events
- 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, ensure there is no buildup of grease or other stains on all equipment.
- Ensure that food deliveries have been delivered and stored according to the standards set by the Kitchen Manager and provincial health regulations.
- Follow any and all recipes as they apply to any food products that you prepare, as determined by the Kitchen Manager.
- Ensure the proper use of scales and measurements in all recipes, portioning, and food production by both yourself and the staff under your direct supervision.

### Qualifications

- Ability to satisfactorily communicate in English with guests, management and co-workers to their understanding.
- Ability to provide legible communication.
- Ability to compute basic mathematical calculations.
- Knowledge of proper sanitation procedures and food safe guidelines.
- Understanding of food handling and sanitation standards.
- Effective decision making skills.
- Ability to acquire and maintain relationships e.g., clients, employees from other departments.
- Positive communication and interpersonal skills.
- Positive attitude and a consistent display of professionalism.
- Innovative, detail oriented, and quality conscious.
- Ability to exert physical effort in transporting equipment and wares.
- Ability to endure abundant physical movements in carrying out job duties.
- Ability to take constructive feedback and leadership.
- Grade 10 minimum.



This position description reflects the general duties of the position, but is not intended to be a detailed description of all duties that may be inherent in the position.

Please send resumes to Marj Kyle, at [joininn@innfromthecold.org](mailto:joininn@innfromthecold.org) by April 18, 2018.

**Values:**

- **Embrace Compassion:** we fulfill a duty of care, not only to our guests, but to our colleagues and our community
- **Exhibit Courage:** we uphold the convictions of the organization and support our community, especially when faced with adversity
- **Work Inclusively:** we foster a culture where all stakeholders feel they have an opportunity to turn their potential into performance
- **Demonstrate Respect:** we believe the way we treat each other in achieving our objectives is just as important as what we achieve
- **Act with Accountability:** we demonstrate a commitment to our word, accept responsibility for our mistakes, and take action to address them
- **Encourage Innovation:** we take informed risks and champion new ideas