



**LIFE AFTER FIFTY**  
**635 McEwan**  
**Windsor, Ontario N9B 2E9**

**Position:** Cook

**Status:** Regular Part-Time (.6 FTE – 21 hrs/week)

**Reports to:** Program Manager – Community Support Services (CSS)

**Position Summary**

This role is responsible for preparing fresh and frozen meals for our café which has daily lunch service, occasional special event meals (i.e. bbqs/brunch), and our popular frozen meals. The Cook is responsible for menu planning, cooking, volunteer supervision, ordering and shopping. Valid drivers' license and use of a vehicle is required.

**Key Responsibilities**

- Plans menus within a specific budget and prepares high quality, tasty meals following the monthly menu as agreed upon with the Program Manager - CSS.
- Meet with volunteers to plan menus keeping in mind volunteer skills and interests.
- Choose a variety of meals that are nutritious and geared to the taste of older adults of all cultural backgrounds.
- In collaboration with the Program Manager - CSS, assist with inventory of kitchen/food supplies and preparation of a weekly grocery list required for menu and any other special events.
- Acts in compliance with regulations set out by the Public Health Unit and ensures that volunteers and staff entering the kitchen comply with these regulations.
- Monitors condition of kitchen equipment and reports needed repairs to the Program Manager – CSS.
- Monitor supply and frozen meal levels to allow for sufficient ordering time.
- Plan and prepare light breakfast items, lunch specials and soup/sandwich for approx. 30, special events for approx. 80 (i.e. bbqs), and frozen meals, as required.

## **JOB DESCRIPTION – COOK (PART-TIME)**

### **Qualifications:**

- Grade 12 or equivalent
- Proven catering and restaurant experience utilizing commercial kitchen equipment, including menu planning and meal preparation within a budget.
- Teamwork and leadership skills, ability and experience in a kitchen environment.
- Food Safety Certificate for Food Handlers
- Must have empathy for the needs of seniors; excellent interpersonal skills, and an ability to cope with emergencies.
- Be able to handle physical tasks requiring lifting
- Current 1<sup>st</sup> Aid/CPR considered an asset.
- Valid Driver's License and vehicle are required.
- Police clearance required