



Job Title: Cook Supervisor

Department: Food Services

Reports to: Manager, Hospitality Services

We are currently accepting application for full-time Cook Supervisor in our adult homeless men's shelter.

Role Summary and Responsibilities includes:

Job duties for this position includes: complying with work scheduling and attendance requirements according to policy and practices, taking charge of the day to day running of the Food Services Department, this includes ordering weekly supplies under the direction of the Manager, preparing of meals, snacks for the residents, co-workers, visitors and clients according to the menu cycle, supervising stock control and ensuring its proper use, rotation and storage and to be responsible for security and rotation of food stocks while on duty, supervising co-workers and volunteers assigned to the Food Services Department, assisting with menu planning as directed ensuring that the menu cycle, is adhered to, preparation, storage and food services, and etc.

Skill, Nature and Scope includes:

- Actively practices the Mission, Vision, and Value of Good Shepherd Ministries.
- Catering and supervisory skills acquired through a recognized Catering Course or through equivalent work related experience with a minimum of two years supervisory experience in a high volume food services environment.
- Ability to appreciate the complexity and demands of 'hard to serve' individuals from diverse backgrounds.
- Organizational skills to provide direction and supervision to co-workers and volunteers within the department.
- The ability to prioritize workload is essential; for example to ensure the safe storage of deliveries and donations.
- Demonstrated ability to prepare accurate reports, order supplies and equipment maintenance, prepare purchase orders.
- Excellent written communication and interpersonal skills to maintain team work with the ability to communicate effectively with individuals from diverse backgrounds.
- The completion of the Department of Public Health Food Safety Certificate in food handling, storage, preparation, and presentation of food.
- CPR First Aid Certificate acquired through a recognized course.
- Knowledge of WHMIS requirements and basic understanding of safety and precautions.

Hours of work:

40.00 hours a week

Wages:

\$20.19 per hour start rate and \$20.87 per hour after successful completion of a probationary period. This position qualifies for comprehensive benefits after completion of the required wait period.

Please send application and resume to employment@goodshepherd.ca OR by regular mail: to the attention of Human Resources, 412 Queen Street East, Toronto, ON, M5A 1T3.

Thank you for those who applied, however, only those selected for interview will be contacted.