



Title: Cook Supervisor (Full time)

Reports To: Manager, Hospitality Services

Department: Food Services

We are currently hiring Full Time Cook Supervisor position for forty (40) hours per week.

Role Summary and Responsibilities:

Reporting to the Manager, Hospitality Services, the Cook Supervisor enhances the dignity and quality of life of our clients through his/her assumed responsibility in day to day running of the Food Services Department and in overseeing that the required food hygiene and other health and safety standards within the Food Services Department of Good Shepherd Ministries are met.

Job duties for this position include: safe handling of all food in storage, preparation and the holding of food for co-workers, visitors and clients according to Statutory Regulations, supervising stock control and to ensure its proper use, rotation and storage, and to be responsible for the security and rotation of food stocks while on duty. To be responsible for food and overall hygiene of the Food Services Department, its co-workers and volunteers, supervising co-workers and volunteers, assisting with menu planning as directed, assisting the Manager, Hospitality Services in the implementation of the Policies, Procedures and Health Standards within the Food Services Department, ensure that the Health and Safety standards are to be maintained at all times, assisting training, evaluating work performance and completing performance appraisals, assisting in arranging duty rosters and vacations, ensuring the safe use, care and storage of all equipment and machinery, ensuring the cleanliness of all food services areas, supervising the unloading, checking incoming food deliveries and food donations, ensuring correct disposal of kitchen waste and recyclables, ensuring dress code for the department, ensuring "Personal Hygiene" policy maintained at all times, performing any other role related task that may be assigned from time to time etc.

The successful candidate must take initiative and work effectively both independently and as part of team to accomplish daily tasks.

Skill, Nature and Scope:

- Actively practices the Mission, Vision and Values of Good Shepherd Ministries
- An ability to appreciate the complexity and demands of 'hard to serve' individuals from diverse backgrounds.
- Catering Certificate/Diploma from recognized training institution or equivalent.
- A minimum of two (2) years experience supervising in a high volume food services environment.
- Completion of Public Health's Food Safety Certificate in Safe Food Handling.
- CPR, First Aid and AED Certificates acquired through a recognized course.
- Knowledge of WHMIS requirements in using chemical cleaning solutions.
- 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.

Wages:

\$20.47 per hour start rate and \$21.15 per hour after successful completion of a probationary 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.