



COOK

JOB DESCRIPTION

FULL TIME, REGULAR POSITION-35 hours per week

SALARY RANGE: \$45,500 – \$50,000 AND HOOPP (HEALTHCARE OF ONTARIO PENSION PLAN)

ORGANIZATIONAL OVERVIEW

Fontbonne Ministries is a non-profit community-based charitable organization that offers diverse programming in an accepting, inclusive environment. Our priority programming includes the provision of affordable housing, access to essential services including food, clothing, and hygiene products, and welcoming community space to foster connections through drop-in and friendly visiting services. Populations served include seniors, vulnerable persons, and people experiencing social isolation. Fontbonne Ministries was founded in June 2000 by the Sisters of St. Joseph of Toronto to respond to changing societal needs. Sponsorship of Fontbonne Ministries was transferred to Catholic Health Sponsors of Ontario (CHSO) in 2022.

POSITION OVERVIEW

Reporting to the Program Manager, the Cook is responsible for preparing nutritious and appealing meals for program participants. This role involves planning menus, sourcing ingredients, maintaining kitchen hygiene, and ensuring compliance with food safety regulations.

AREAS OF ACCOUNTABILITY

Accountable for:

Acting in accordance with Fontbonne Ministries' mission, vision, values, and policies in all dealings.

Food Preparation and Cooking

- Prepare and cook meals according to planned menus, ensuring high quality and nutritional value.
- Plan and develop menus that cater to the dietary needs and preferences of participants.
- Adjust recipes and portions based on the number of participants and available ingredients.
- Ensure that meals are prepared in a timely manner and served at appropriate temperatures.



Kitchen Management

- Maintain a clean, organized, and safe kitchen environment.
- Implement proper procedures for food receiving storage, handling, preparation, and distribution.
- Monitor and maintain kitchen equipment, ensuring all tools and appliances are in good working condition.
- Order and manage inventory of food supplies and kitchen essentials, staying within budget constraints.

Collaboration and Support

- Work closely with the Food Program Coordinator & Cook to align meal programs with organizational goals.
- Collaborate with other employee and volunteers to ensure smooth kitchen operations.
- Provide guidance and support to volunteers and students assisting in the kitchen.
- Participate in the planning and execution of special events requiring meal preparation.

Program Improvement and Feedback

- Gather feedback from program participants to improve meal quality and service.
- Assist the Food Access and Meal Program Coordinator in evaluating and enhancing the meal program.
- Stay informed about current trends and best practices in food preparation and nutrition.

Administration

- Maintain accurate records of meal plans, food inventory, and kitchen expenses.
- Assist with tracking program metrics for reporting purposes.
- Participate actively in organizational training sessions, planning sessions, and employee meetings.
- Complete any additional reporting requirements as requested.

Other Responsibilities

- Ensure compliance with health, safety, and regulatory requirements.
- Provide backup to other kitchen employees during periods of vacation, illness, or other absences.
- Perform other duties as required.



EDUCATION/TRAINING

- Culinary certification or equivalent experience in food service.
- Food Handling Certificate required.
- First Aid/Level C CPR Certificate (or willingness to obtain) an asset.

EXPERIENCE

- Experience working in a professional kitchen environment.
- Experience working with the organization's priority populations including but not limited to seniors and/or vulnerable communities is an asset.

SKILLS & KNOWLEDGE

- Strong culinary skills and knowledge of various cooking techniques and cuisines.
- Ability to remain calm under pressure and to work in a fast-paced, fluid environment.
- Commitment to health equity, diversity, and inclusivity.
- Ability to work collaboratively within teams and with community partners.
- Flexibility, sound judgment, initiative, and creativity.
- Capacity to thrive and engage in a dynamic and changing work environment.
- Excellent interpersonal and communication skills.
- Proficiency in using kitchen equipment and various culinary tools.
- Effective organizational and time management skills, with the ability to prioritize a busy workload.
- Strong problem-solving skills and attention to detail.

ATTRIBUTES

- Patient
- Shows initiative
- Versatile/adaptable
- Reliable
- Perceptive
- Kind/caring
- Team Player
- Hard-working



WORKING CONDITIONS

- Comfortable working in a faith-based environment.
- Exposure to ambient temperatures and possible noisy conditions.
- Ability to walk and stand for extended periods.
- Ability to bend and lift intermittently.
- May require occasional evening work and flexible hours.

TO APPLY

Please submit your applications here: <https://charityvillage.com/jobs/cook-in-toronto-ontario-m4m-1h6-ca/>

Fontbonne Ministries values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). If you require accommodation during any stage of the recruitment process, please note that in your application. While we thank all applicants, only those selected for an interview will be contacted.