



DURHAM CHRISTIAN HOMES

SENIORS' HOUSING, ASSISTED LIVING AND LONG TERM CARE

Cook - Casual

Mission:

Guided by our Christian principles, Durham Christian Homes enriches the lives of the residents we serve and those who serve them in seniors' housing, assisted living and long-term care.

Position Summary

This position reports to the Chief Executive Officer and/or Administrator, Business Relations and is responsible for ensuring that proper meals are prepared and served on time, that work areas are maintained in a safe and sanitary condition with ability to receive food orders and other supplies.

The Cook is required to perform their duties in a manner consistent with the core values and employee guiding principles and demonstrate customer service excellence.

Duties and Responsibilities:

- Ensure that established policies, procedures and work assignments are followed.
- Ensure that meals are prepared, according to menu options, in adequate portions, served on time and at the proper temperature.
- Ensure that cleaning schedules, sanitary and safety procedures are carried out; report all equipment failures and breakdowns promptly to your Supervisor.
- Assist in the purchasing, receiving, and storage of foods and other supplies and maintain food records as required.
- Ensure special diet orders are prepared accordingly.
- Take inventory of food and supplies as may be required and/or requested by your Supervisor.
- Assist in the maintenance of optimal safety standards to ensure the safety of residents and staff.
- Abide by the occupational health and safety policies and procedures.
- Perform other related duties as required.

Qualifications:

- Must have a diploma/certificate or equivalent in quality food preparation and production.
- Must be experienced as a Cook preferably in a supervisory capacity.
- Must be knowledgeable with respect to the nutritional and other appropriate needs of geriatric residents.
- Must have good command of the English language, both oral and written skills.

Deadline date: Friday, October 27, 2017 (or until filled)

Interested applicants may forward their resume in confidence by fax **1-866-862-8905** or **by mail** to: Durham Christian Homes, Attn: A.Campbell, 200 Glen Hill Drive South, Whitby, ON L1N 9W2 or email to **acampbell@dchomes.ca**.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please. www.dchomes.ca