



COOK PERMANENT PART-TIME OPEN

Participation House, Markham provides a wide range of caring services to individuals with disabilities through supported independent living units, group homes, shared living, residential services and respite care. We are currently seeking a committed individual to prepare and provide food service for residents, staff and visitors.

Responsibilities include:

- Daily operation of the kitchen; prepare or assign preparation of all food utilizing the cycle menu for residents, staff and visitors following standardized recipes, portions sizes and HACCP guidelines.
- Take and record all temperature of food prior to lunch service to ensure all food items are at proper temperature as per standards. Take corrective action as necessary.
- Collect food samples; properly label and store them.
- Complete food preparation using standardized recipes, maintains portion control, and determines appropriate quantities of food needed to meet menu requirements.
- Serve lunch and dinner to residents according to resident's preference, dietary requirements and therapeutic extensions.
- Prepare and finish meals according to production sheets. Prepare casseroles for 2 group homes (as per menu From Lunch or Dinner).
- Complete supper and snack preparation before end of shift.
- Ensure meal tickets are collected for food purchases.
- Perform all duties in a safe manner consistent with Participation House's Mission Statement and The Statement of Resident Rights.
- Follow the cleaning schedule and complete cleaning daily.
- Organize, and prepare for special function (ex. Christmas Dinner, Board Dinners, Summer BBQ, etc.)
- Assist with offsite catering and perform food service duties which Food Service Supervisor assigns
- Assist Food Service Supervisor with ordering and storing supplies.
- In the absence of the Food Services Supervisor, the Cook is responsible:
 - Shift replacements
 - Checking deliveries against invoices and signing invoices documenting any discrepancies.
 - Contacting suppliers if shortages are noted or if special orders are required

Qualifications:

- Minimum Grade 12 preferred, with ability to read, write and understand verbal and written English instructions.
- Chef Training Certification (1 year) or Culinary Management Diploma (2 year) from a program that meets the standard established by the Ministry of Training, College or University is preferred.
- Minimum 5 years of experience; in the Cook position, in quantity food production and health care setting is preferred.
- Must have formal and on-the-job training in quantity food preparation, cooking, food and equipment safety, and sanitation.
- Completed Food Handler Certification offered by the Public Health Department.
- Good physical health and emotional well-being.
- Willingness to take on new challenges as position warrants.

- Ability to work independently and as a team member harmoniously.
- Demonstrate - leadership and decision-making qualities; tact and courtesy when dealing with others.
- Must be reliable, flexible, able to multitask, and delegate to complete meal preparation in assigned time frame with high ethical standards.

Please submit your resume along with cover letter quoting File #133 to: Human Resources Department Fax: (905) 294-4471 or email careers@participationhouse.net

Participation House Markham is an equal opportunity employer. We welcome diversity in the workplace and encourages applications from qualified candidates who reflect the diversity of the communities we serve. In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act a request for accommodation will be considered throughout the hiring process.

We thank all applicants however, only those selected for interviews will be contacted