



## External Job Posting

<b>Position Title:</b>	Cook	<b>Pay Grade:</b>	\$17.00 per hour
<b>Position Type:</b>	Relief (on call as needed)	<b>Hours of Work:</b>	Days, evenings, weekends & Statutory Holidays
<b>Reports To:</b>	Culinary Supervisor	<b>Date Posted:</b>	January 10, 2023
<b>Union:</b>	Public Services Alliance of Canada	<b>Closing Date:</b>	Open until filled
<b>Competition Number:</b>	2023-PSA-02	<b>Number of Positions:</b>	Five (5)

### Position Overview

The Cook is responsible to consistently prepare and cook all meals accurately as set out by the Culinary Supervisor and Lead Cook during each shift. Ensure that you are following proper safe food handling procedures during daily kitchen operations, including the Daily Meal Menus and client's dietary needs as directed by Culinary Supervisor and Lead Cook. Your focus to deliver consistent quality meals for our clients is your number one priority.

### Qualifications

The Cook must possess:

- A Culinary Management Diploma or a minimum of 1-3 years experience in a hostel, hotel, full service restaurant or health care setting.
- Adequate knowledge of the Canada Food Guide, cooking methods, cleaning and sanitation, use of commercial kitchen equipment, and safe food handling practices.
- Commitment to consistent attendance and punctuality.
- Ability to meet the physical demands of the job. The Cook must be able to lift a minimum of 30 pounds, stand and walk for the duration of shift.
- Ability to multi task, follow recipes, work as a team, clean and sanitize as you go attitude, as well as understand and carry out verbal and written instructions.
- Willing to upgrade their cooking skills by attending necessary training(s).
- Fluency either in Ojibway, Oji-Cree or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.

### Duties and Responsibilities

1. Prepare all food items to the highest standards following recipes and client's dietary needs according to the Culinary Supervisor and Lead Cook's direction.
2. Prepare, package and plate menu items as set out by the Culinary Supervisor.
3. Maintain food quality and portion control served to clients, and ensure hot food served hot, cold served cold.
4. Document daily meals served in the kitchen log book and maintain product quality and timing during preparation of meals and meal periods.



5. Ensure documentation is maintained for the number of meals served to clients on a daily basis.
6. Adhere to Safe Food Handling procedures and follow HACCP (Hazard Analysis Critical Control Point)
7. Review the Information from the Database daily and communicate any changes or concerns to Culinary Supervisor or Lead Cook.
8. Assist in maintaining kitchen inventory which includes food, cleaning and operating supplies, dishes, utensils etc. and advise the Culinary Supervisor of items needed.
9. Maintain cleanliness and health and safety standards in each work area.
10. Ensure daily, monthly and bi-annual cleaning schedules are thoroughly completed as directed by Culinary Supervisor or Lead Cook.
11. Ensure all daily | weekly Kitchen Systems and Checklists are completed and documented.
12. Advise Culinary Supervisor of any maintenance and repair needs immediately.
13. When receiving an order, ensure proper receiving practices, proper rotation of perishable and non perishable inventory is completed. Ensure food safety guidelines are adhered to on a first in first out basis (FIFO).
14. Participate in monthly meetings as directed by Culinary Supervisor.
15. Wear a uniform including a hairnet, non slip shoes and personal protective equipment (PPE) at all times throughout your shift.
16. From time to time you may be asked to work odd hours during special occasions as needed to service our clients.
17. Perform other job duties deemed necessary by the Culinary Supervisor, or Lead Cook.

### **Application Process:**

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (**2023-PSA-02**), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay  
678 City Road, Fort William First Nation, ON P7J 1K3  
Fax: (807) 626-9365      Email: [HR@weqlodge.org](mailto:HR@weqlodge.org)

- Preference will be given to qualified Indigenous applicants.
- Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.
- Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact [kwright@weqlodge.org](mailto:kwright@weqlodge.org)
- Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.
- Evidence of full vaccination will be required prior to the start of employment in accordance with our Covid-19 Vaccination Policy.
- Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.
- While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.