



Cook – Women’s Emergency Accommodation Centre (WEAC)

Do you identify yourself as a team player and a relationship builder along with a strong passion in preparing and executing recipes? The Women’s Emergency Accommodation Centre (WEAC) provides emergency shelter for up to 64 women and is open 24 hours per day, 7 days per week and 365 days of the year. WEAC is hiring a Cook who will be part of a multi-disciplinary team designed to provide wrap around supports to shelter users.

You will be responsible for kitchen activities including: preparing meals for (up to 75 meals per service), assisting with ensuring that the basic needs of persons are served and maintaining the overall cleanliness of the kitchen and dining room areas. You will work collaboratively with shelter staff and users to create and create a safe and non-judgmental environment.

Hours: Tuesday to Saturday: 9:30am to 5:30pm; may require a flexible schedule including weekends or evenings work.

Why Join Our Team

- Empower individuals through meaningful opportunities and positively impact those we serve.
- Full-time position includes: health and dental benefits, sick days, matching RRSP contributions, 3 weeks’ vacation, robust employee assistance program, and other work related benefits.
- In-house collaborative training opportunities to build knowledge, skills and tools relevant to your role.
- Build relationships and connect people to the work we do.

In Your Role You Will

Food Service Delivery

- Prepare nutritious, fresh and quality meals for 50 (lunch) to 75 (supper) service users as well as snacks in accordance to the Canada Food Guide.
- Under the direction of the Kitchen and Facility Manager, plans and creates menu items that align with current and approved market trends that are fresh and local and in keeping with Edmonton’s food and urban agriculture strategy.
- Feels, tastes and examines appearance of food prepared and cooked by kitchen staff and informs staff of necessary adjustments so prepared food consistently maintains standards of quality, innovation and presentation.

Kitchen Operation

- Ensure compliance of public health protocols and food safety standards with regards to food storage and preparation.
- Adherence to the kitchen budget when ordering food inventory and kitchen supplies.
- Maintains accurate documentation of food inventory and kitchen supplies.
- Coordinates preventative maintenance of all equipment and machines when necessary.
- Establish relationships with key stakeholders including: funders, local farmers and suppliers.

Health and Safety

- Ensure e4c and Alberta Occupational Health and Safety standards are followed.
- Comply with agency policy & procedures, AHS health and food safety standards & program operational policy.



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Education and Certifications

- Education in Culinary Arts or a related discipline.
- Certifications (or willingness to obtain): Standard First Aid and CPR, Food Safety Handling Certification, ASIST Suicide Intervention Training, De-escalation, Harm Reduction, Aboriginal Awareness Training, WHMIS
- Police Information Check including vulnerable sector.
- Child Intervention Check.
- Valid Class 5 Driver’s License and Driver’s Abstract.

Experience

- Extensive background and experience working with people requiring higher levels of support due to trauma, addictions, mental illness, and/or poverty.
- Competency and experience with harm reduction, person-centered, trauma-informed, strength based, collaborative, and/or solution focused practice.
- 1+ years’ of experience working with marginalized or vulnerable populations.
- 2+ years’ of experience as a Cook in a cafeteria/restaurant/camp cook setting serving over 50 individuals per sitting.
- Proven ability to practice relationship-based approaches.
- Proficient with computer use and Microsoft programs.
- Must be willing and able to lift up to 75 lbs.

Competencies

- **Relationship Building:** ability to build formal and informal professional relationships. Fosters dignity, respect and non-judgmental approach with shelter users, team members, other e4c personnel, external service providers and community members.
- **Innovative:** ability to be a creative problem solver, generate and implement ideas to improve operations or develop new opportunities.
- **Integrity and Ethical Behaviour:** a clear understanding of professional boundaries, confidentiality, ethical practices and guiding principles of WEAC.
- **Accountability:** ability to define expectations for one’s own role and to act in accordance with these expectations, ability to define expectations for shelter users, ability to self-reflect, demonstrate skills, knowledge and attitudes to effectively carry out duties of the job and maintain personal care over time.
- **Service Orientation:** ability to understand shelter users’ needs and ensure users feel safe and welcomed during their stay at the shelter.
- **Communication:** communicating with individuals and groups of diverse backgrounds using appreciate and effective communication tools and techniques.

Apply

Please submit a thoughtful Cover Letter and Resume outlining your interest and qualifications for this role:

- Email: careers@e4calberta.org
- Website: www.e4calberta.org

At e4c diversity is our strength. We embrace diversity and offer equal opportunities to all qualified applicants. We welcome your application regardless of origin, culture, ethnicity, age, ability, gender identity or faith.

Thank you to all those apply. Only those short-listed will be contacted for an interview.