



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Cook- Women's Emergency Accommodation Centre (WEAC)
Transitional Services

Job Purpose

The Cook is a support staff member of the WEAC team responsible for food preparation also responsible in will provide basic nutritional needs for the residents and make sure the quality food preparation has been met with appropriate food handling procedures and hygiene.

The Women's Emergency Accommodation Centre (WEAC) provides emergency beds, meals, transportation and security for women in a 24-hour-a-day staffed facility.

Duties and Responsibilities

Service Delivery

- Prepare nutritious and sustaining meals for residents according to Canada Food Guide.
- Ensure compliance to public health protocols related to food storage and preparation.
- Follow appropriate safety and hygiene within the kitchen area.
- Use proper food handling procedures.
- Help with bag lunch for Crossroad when is needed.
- Assess residents' physical and mental abilities/needs and report it to front line staff.
- Provides additional support to the program when required.
- Other duties may be assigned as needed.

Administration

- Maintain accurate documentation regarding kitchen supplies.
- Ensures the timely provision of all indicated reports.
- Adhere to program policies related to documentation of contact with residents and employees.
- Adhere to program and agency policies and procedures.
- Other duties may be assigned as needed.

Qualifications

Preferred:

- One year Culinary Arts Certificate or 2 to 3 year experience in cafeteria/restaurant cooking.
- Knowledge on Chemical substances.

- A valid driver's license, registration, insurance and operation of a personal vehicle to pick up donations from within the community.
- Clear Security Clearance, Suicide Intervention, Standard First Aid, Crisis Intervention, Food Safety Certification and WHIMS.
- Capacity to prioritize and organize with the ability to be a creative problem solver.
- Strong interpersonal, communication and teamwork skills with the ability to work with initiative and independence.
- Clear understanding of professional boundaries and confidentiality.
- Non-judgmental, empathetic, creative and enthusiastic qualities.
- Broad knowledge of community resources, knowledge of inner city, homelessness, poverty, mental health, addictions, prostitution, abuse and multicultural issues.

Working Conditions

Shift work and flexibility in scheduling is required. General hours would be:

Shift	10:00 am – 6:00 pm	Sunday to Thursday
	10:00 am – 6:00 pm	Thursday to Saturday
Twice a week	6:00 am – 2:00 pm	Breakfast Rotation

This position is Full-time and must be able to manage and work in a stressful environment. Fast paced environment.

Salary Scale

Starting: \$14.30/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.