

Courage

Compassion

Connection

Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking an enthusiastic individual eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people and our community.

### **Job Title: Cook – Women’s Emergency Accommodation Centre**

#### **Job Purpose**

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

As a full-time member of the WEAC kitchen team, you are responsible for ensuring the basic nutritional needs of the residents are being met through quality food preparation, appropriate food handling procedures and hygiene through a team service delivery approach with the front-line team.

#### **Duties and Responsibilities**

##### **Service Delivery**

- Prepare nutritious and sustaining meals for residents following Canada Food Guide to Healthy Living, and giving consideration of individual medical dietary needs.
- Ensure compliance to public health protocols related to food storage and preparation.
- Follow appropriate safety and hygiene within the kitchen area.
- Provide referrals to other agencies / programs, where appropriate.
- Mediate conflicts between residents.
- Advocate for residents.
- Assess residents’ physical and mental abilities and needs.
- Ensure compliance to program policies and procedures.

##### **Maintenance**

- Ensure kitchen is left clean using standard cleaning solutions.
- Ensure the safety and security of the building during and at the end of the shift.

##### **Reporting**

- Taking stock and keeping inventory records.
- Maintain accurate documentation regarding program statistics.
- Ensures the timely provision of all indicated reports.
- Adhere to program policies related to documentation of contact with residents, employees and shift change information.
- Adhere to policies regarding acceptance of donations, receipts and logging.

## **Team Contribution**

- Act as a support to team members.
- Adhere to HR and Program Policy and Procedures.
- Accommodate requests for coverage, when possible.

## **Qualifications**

Preferred:

- One year Culinary Arts Certificate or 2 to 3 years experience in a cafeteria / restaurant
- Ability to prioritize, collaborate, and organize duties
- Takes initiative and able to work independently
- Non-judgmental, respectful, caring, compassionate and empathetic
- Understanding of mental health issues, addictions, homelessness, poverty, violence and sexual abuse and prostitution
- Excellent interpersonal and communication skills
- Clear understanding of professional boundaries
- Understanding of confidentiality
- Creative problem solving
- Possess current First Aid and CPR, Suicide Intervention, Non-violent Crisis Intervention, Security Clearance, and immunization records

## **Working Conditions**

Full time position Tuesday to Saturday 10:00am – 6:00 pm

**Salary:** start \$ 27,500 plus benefits

Please submit your resume to:

Donna Ohlman- Staff Supervisor  
Email: [dohlman@e4calberta.org](mailto:dohlman@e4calberta.org) or Fax: 424-9642

Thank you to all applicants who have applied, only those selected for an interview will be contacted.