



Changing Lives • Growing Community

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 (Full-time) / Life Skills Coach - Elizabeth House Transitional Services

Job Purpose

Elizabeth House provides accommodation and short-term assistance to homeless women in their integration back into the community.

The full-time Cook / Life skills coach is responsible for supervising the Elizabeth House kitchen. This position reports to the Program Manager, carrying out job duties through a team service delivery approach with the part-time Cook and the front-line team.

Duties and Responsibilities

Service Delivery

- Coordinate the delivery of food and meal services to Elizabeth House residents, working in conjunction with other cook(s) and the overall staff team.
- Prepare nutritious and quality meals and snacks for residents, including: planning menus in accordance to the Canada Food Guide; giving consideration of individual special dietary needs and cultural/religious dietary practice; and operating and keeping the kitchen and food storage areas in compliance with public health and food safety standards.
- Maintain adequate food inventory and kitchen supplies, through purchasing and gleaning food items and other kitchen supplies; adherence to the kitchen budget; taking stock and keeping inventory records; and ensuring proper food and supplies storage.
- Train (Coach) and supervise residents, with respect to performing chores of dish washing, kitchen clean-up and food preparation; and improvement and acquisition of kitchen skills.
- To work with staff and residents on meal services for special occasions and programs.
- To post a weekly menu that is in keeping with the Canadian Food Guides
- Other duties as assigned.

Administration

- Adhere to Human Resource and Program Policies and Procedures in delivering services.
- Other duties as assigned.

Qualifications

Preferred:

- Strong kitchen skills, demonstrates a respectful and collaborative approach and able to work with initiative and independence.
- Training in food preparation and 6 months of related experience.
- Security Clearance and Standard First Aid and CPR.
- Valid Driver License, proof of \$1 million dollar PLPD insurance, operation of personal vehicle required.
- Knowledge of and interest in women's and homelessness issues would be an asset.

Working Conditions

This position is a full-time position 40 hours weekly.

Salary Scale

Starting: CWII \$16.09 - \$20.83/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.