



JOB POSTING

Competition Number 2025-13

Union/Non-Union: OPSEU
Position: Cook
Status: One (1) Permanent Part Time
Program: Addiction Services
Initially assigned to: 393 Oak Street West

Purpose:

Under the direct supervision of the Program Manager, this position is responsible for preparing food items and menu items, in accordance with CMHA-NBD, provincial and food safety standards. The Cook will also maintain kitchen and dining room cleanliness in accordance with Public Health standards and CMHA-NBD policies and procedures. The Cook will coordinate meals for clients, create menus, and administer grocery inventory practices.

Education and training:

- Proof of successful completion of a post-secondary education in Culinary Skills/Chef Training Diploma or Cook Trade Certification preferred

Requirements:

- A negative Police Vulnerable Sector Check
- A valid class G driver’s license and proof of insurance.
- Daily access to a reliable vehicle.
- Current Safe Food Handling course required
- Current First Aid and CPR certificate required
- Current Non-Violent Crisis Intervention (NVCi) training or willingness to obtain.
- Able to lift at a minimum 50 lbs. from squatting to standing position
- Bilingualism (English/French) is required
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Experience:

- Minimum 1-2 years of commercial cooking experience preferred
- Work experience in the healthcare industry preferred; work experience in a kitchen in a healthcare organization is an asset.
- Experience working with vulnerable populations, specifically adults living with a serious and persistent mental illness and or Addictions is preferred.
- Experience working in a community setting and working knowledge of community resources.

Knowledge/Skills/Abilities:

- Demonstrate knowledge of food and catering trends, quality, production, sanitation, food cost controls, and presentation required.
- Knowledge of methods and procedures for serving food, principles of sanitation, and principles of safe food handling required.
- Knowledge of the Canada food Guide required.
- Basic working knowledge of computer software.
- Ability to work cooperatively and independently with minimal supervision and as part of a team
- Effective problem solving and decision-making skills
- Excellent interpersonal/verbal/written communication skills
- Ability to maintain confidentiality as per PHIPA (*Personal Health Information Protection Act*)

Personal Suitability:

- Commitment to continuous learning and ongoing professional development.
- Demonstrated positive work record and excellent attendance record.
- Ability to meet the physical and sensory demands of the position.
- Willing to work flexible hours; days, evenings, weekends and holidays.
- Available to attend special events as required.

Selection Process:

Candidates will be selected for the position based on their skill, ability, experience, and qualifications as identified in their resume

Shift:

Days, evenings, weekends, and holidays

French Language Services Required:

Bilingualism is required. If no bilingual candidates (both internal and external) meet the qualifications, unilingual candidates will be considered

Salary:

\$21.18 – 23.61/hour
 \$38,547.....\$42,970 (*based on full-time hours)

Send resume and cover letter via email

Please note the job Competition Number (see above) in the subject line of the email:

careers@nbd.cmha.ca