

## **JOB POSTING**

**Cook**  
**\$14.20 - \$16.48 per hour**  
**(Class 5)**

### **KEY RESPONSIBILITIES:**

1. Prepare, serve and clean up after breakfast, lunch, and supper for the residents of a 58 bed men's homeless shelter and a 22 bed men's residential addiction's treatment program, taking into account residents' different food needs and/or preferences (i.e. cultural, religious, allergies, vegetarian, etc.) while using proper food handling practices
2. Receiving, organizing, picking up, and rotating donated food items and other stock
3. Order and purchase necessary grocery items and cleaning supplies while maintaining a monthly budget
4. Prepare, set up and clean up food and beverages for various meetings within the facility as requested
5. Utilize food donations efficiently and within appropriate health guidelines
6. Maintain an orderly and clean kitchen
7. Assist staff in identifying maintenance concerns as well as health and safety issues
8. Adhere to a strict policy of confidentiality
9. Other duties as required to ensure the continuation of service to residents/clients
10. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

### **QUALIFICATIONS:**

1. Certification in Food Services Industry with current Safe Food Handling certification
2. Minimum 2 years related experience
3. Knowledge of Canada Food Guidelines
4. Sensitivity and ability to work in a residential setting
5. Flexibility to work with a variety of food donations
6. Ability to work independently
7. Ability to lift 16 kg
8. A valid driver's licence with good driving record
9. Committed to uphold the organization's mission, values and standards
10. Ability to work patiently with clients of Men's Services demonstrating and modelling good boundaries.

***Only those selected for an interview will be contacted, no phone calls please. Applications will be reviewed until position is filled. Please submit a résumé with cover letter to:***

***Human Resources***

***Mission Services of Hamilton, Inc., P.O. Box 368, Hamilton ON L8L 7W2***

***Fax (905) 521-0251 or e-mail to [hr@mission-services.com](mailto:hr@mission-services.com)***