

We're hiring:

Clinical Cook/ Housekeeper

CLOSING DATE

Open until position is filled

ON-SITE

Casual Call-In

Our staff say the benefits of working here include: "The family oriented atmosphere is great. We are helping play a part in changing the lives of people who are struggling."



Overview

The Clinical Cook / Housekeeper will be responsible for providing nutritious and healthy meals for the clients of the Charles J. Andrew Healing Centre (CJAY). They are responsible for the kitchen area, preparation, eating areas and food storage operations at the Centre. The housekeeping portion of this position is responsible for the oversight of client bedrooms, nightly cleaning checklist and ordering of housekeeping supplies.

Responsibilities

Under the supervision of the Clinical Program Manager and/as part of the various workgroups and teams, the Clinical Cook/Housekeeper performs the following services

- Follow safe food handling including temperature checks and ph. levels
- Plan, prepare, and serve food within menu guidelines and dietary requirements of clients and by following the Canada & Aboriginal Food Guide
- Ensure that food is ready to be served at required times
- Prepare food plans and the ordering of foods supplies
- Provide minor first aid and contact emergency services if needed
- Use safe work practices by reporting unsafe conditions immediately to the immediate supervisor

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Responsibilities

- Responsible for the oversight of client bedrooms at the beginning of each block treatment program, nightly cleaning checklist and ordering of housekeeping supplies

Qualifications

- Grade 12 OR equivalent AND one (1) year of proven experience and skills in food preparation, budgeting, and supply of food services
- Or
- Culinary Diploma OR Cooking Certificate
- Eligible to obtain class 4 license

Assets

- High level of professionalism and able to maintain confidentiality at all times
- Able to work under pressure and in crisis situations
- Knowledge of Indigenous traditions and customs including natural healing is an asset

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Benefits

- 4% vacation pay

How to Apply

- Please submit your resume to:
fallingham@cjay.org
- For more information please contact:
Felicia Allingham @ 709-497-8995 Ext 224



Employment Resume Screening

Candidate: Position applied for:	Completed by: Date:

Qualifications
Educational
Experiential

	Included	Not Included	In progress		
1. Three references provided					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Criminal Record Check					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Vulnerable Sector Check					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proof of Education and Certifications					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of Driver's Abstract					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of Driver's Licence					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Proof of Vaccination					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Proof of eligibility to work in Canada
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- Indigenous Canadian
- Canadian Citizen
- Permanent Resident
- Open Work Permit
- Student Work Permit (Eligible hours)
- Temporary Resident Permit
- Current Refugee Status

Follow up required for taxation purposes

YES

NO

9. Proceed with Interview (Screeners rationale)

Comments: