

We're hiring:

Cook/ Housekeeper

CLOSING DATE

February 24, 2025

TERM

Permanent Full-Time

ON-SITE

Monday to Sunday; One week on,
one week off rotation



Overview

The Cook / Housekeeper will be responsible for providing nutritious and healthy meals for the clients of the Charles J Andrew Healing Centre. 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 within the framework of the CJAHC core policies, functions and for the provision of essential services to client

Responsibilities

- 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 Keep kitchen and eating areas clean at all times
- Regularly maintain food storage facilities and equipment
- Ensure all dishes, pots, cutlery and regularly used items are cleaned and sanitized daily and at the end of each program

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Responsibilities

- Complete cleaning checklists as required
Maintains inventory of supplies, kitchen equipment and food using first in and first out rotation at the beginning of each block treatment program
- Documents food spoilage/wastage
- Submits food and supply orders for the Clinical and Nutshimit program to the immediate supervisor
- Responsible for the oversight of client bedrooms at the beginning of each block treatment program, nightly cleaning checklist and ordering of housekeeping supplies

Assets

- Food Safety Certificate required
- Physically capable of performing assigned duties within a flexible work schedule
- Fluency in an Indigenous language is a definite asset
- Ability to work under pressure and in crisis situations
- Knowledge of Indigenous traditions and customs including natural healing is a definite asset
- High level of professionalism and able to maintain confidentiality at all times
- Ability to communicate clearly
- Must live and maintain a healthy lifestyle recognizing they are viewed as a role model in the Community

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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

How to Apply

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

Benefits

- Health & Pension Plan (50% employer matched)
- Employee Assistance Plan
- Generous Leave Package
- Professional Development Opportunities



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: