



MPA Society

Empowerment in Mental Health since 1971

January 10, 2018

INTERNAL JOB POSTING

POSTING NUMBER: 2018-04

POSITION: Cook
On-going Casual

UNION: HEU (MPA Certification)

PROGRAM: Marshall Road Residences
Abbotsford

SALARY RANGE: \$18.46 - \$20.29

HOURS OF PAY: 15 hours per week

SCHEDULE: Saturday and Sunday: 1030 hrs – 1830 hrs

START DATE: ASAP

All candidates subject to a criminal records search.
Qualifications and job description attached.

Please indicate posting number 2018-04 when sending applications and resumes to:

Diana Pham

Human Resource Coordinator

hr@mpa-society.org

122 Powell Street

Vancouver, B.C. V6A 1G1

No later than 4 p.m. Thursday, January 18, 2018

** Days and hours of work may change.

cc Union
File



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Job Description – Cook

Glacierview Apartments Assisted Living &
Skyline Lodge Licensed Housing

Classification Benchmark:	Cook 2
Grid Level:	Grid 6
Collective Agreement:	Community Subsector Association
Reports To:	Cook 3

Job Summary:

The Glacierview Apartments Assisted Living Program and Skyline Lodge Licensed Housing Program provide assistance, support and basic skill training to members in their living environment while encouraging independence, self-responsibility, and healthy lifestyle choices.

In a manner consistent with MPA's mission, philosophy and policies, and under the supervision of the Head Cook, the Cook works independently and as part of a team to deliver food services for up to 50 members per day. The Cook is responsible for meal preparation, serving and clean-up, and engaging the members, while working in conjunction with all the staff at Glacierview Apartments and Skyline Lodge.

Functions & Responsibilities:

1. In consultation with the Head Cook, prepares and serves up to 50 meals, 3 times per day in accordance with established menus and recipes, by performing duties such as planning food preparation and cooking schedules, cooking, grilling, baking, tasting for palatability, and carving. Modifies and adjusts established menus as required.
2. Ensures the purchase of food supplies consistent with the established rotational menu plan by performing such duties as estimating food and supply requirements, placing purchase orders with external suppliers, receiving supplies, checking invoices against orders and goods received, storing and distributing supplies, and contacting suppliers to investigate invoice anomalies and damaged shipments.
3. Ensures the proper rotation of food stock and supplies on a first in first out basis.
4. Adjusts the number of meals prepared to match with expected need and demand.



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5. Prepares and stores all food items in accordance with regulatory requirements as required by Public or Environmental Health standards ensuring safety of food delivery.
6. Ensures that proper sanitation of the kitchen and related food equipment is maintained to standards of Public and or Environmental Health by performing cleaning duties such as cleaning food preparation equipment, sweeping and mopping floors, cleaning sinks and other kitchen and storage areas.
7. Receives member feedback, inquiries, and complaints and reports to the Head Cook and Manager, Housing Programs, and responds as required.
8. Works with members, peers, supervisors, and other agencies and professionals in the community in a cooperative and professional manner.
9. Maintains an inventory of equipment, tools, and material related to activities and procedures.
10. Performs cleaning and light maintenance duties.
11. Performs other related duties as assigned.

Education, Training & Experience

1. Grade 12 education or equivalent.
2. Professional cooking certificate with experience in front line food service delivery or an equivalent combination of education, training and experience.
3. FoodSafe Level 1 and WHMIS training.
4. Satisfactory criminal record check.
5. Participation in the provincial TB Screening Immunization Program.

Skills & Abilities

1. Ability to work effectively with adults with a mental illness.
2. Ability to communicate effectively and work effectively both independently and as part of a team.
3. Physical ability to carry out the duties of the position.
4. Ability to operate related equipment.
5. Ability to plan, organize and prioritize.
6. Ability to establish and maintain a rapport with members, staff, management and collateral service providers.
7. Ability to analyze and resolve problems.
8. Familiarity with mental illness and the issues facing those with mental illness and those at risk of homelessness related to meeting basic food needs.