



MADISON COMMUNITY SERVICES

POSITION DESCRIPTION

POSITION TITLE : **Weekend Cook (1 Year Contract)**

REPORTS TO : **Program Manager, Supportive Housing**

HOURLY SALARY : **\$22.25**

MADISON'S MISSION:

Madison Community Services is a non-profit organization dedicated to promoting independence, health, recovery, and community integration for individuals living with mental health challenges. We achieve this through the delivery of client-centered, recovery-oriented case management, supportive housing, and a wide array of mental health and settlement services.

Madison is committed to achieving high standards of care that are evidence-based, client-centered, recovery-focused, and aligned with Accreditation Canada's standards. We are dedicated to continuously improving our quality of services through measurable outcomes and performance indicators.

One of Madison's supportive housing programs is the Pathways to Home (PTH) Program. PTH is a 24/7 intensive on-site high support housing program for long-term users of the shelter system with complex mental health and addictions (MH&A) and/or developmental disabilities (DD) – who require high levels of support to address their mental, cognitive, physical health and other significant challenges

POSITION SUMMARY:

The Weekend Cook position will work under the supervision of the Pathways to Home Program Manager and be provided guidance by the Lead Cook. This position will require the individual to deliver high quality food as part of a community meal program.

The position requires respect for, and the expertise working with people who face developmental, mental health issues, addictions, abuse and social isolation and who come from radically and ethnically diverse backgrounds. The Cook will participate in departmental planning, and develop, and maintain a safe and welcoming environment. In addition, the Cook will provide safe food handling, food preparation, operating commercial cooking equipment, kitchen cleanliness, food presentation and basic culinary skills.



DUTIES, RESPONSIBILITIES, AND RELATED TASKS

- Referring to list of needed ingredients on a day-to-day basis and checking inventory; ensuring ingredients are available.
- Acquiring ingredients not available in storage and ensuring all supplies are bought with the set budget.
- Assisting in monthly inventory recording of supplies and reconciliation.
- Operating for the cooking purposes commercial cooking equipment such as stoves, cookers, ovens and fryers.
- Preparing required ingredients for recipes.
- Preparing all meals according to Canada's Food Guide Standards.
- Ensure that recipes are followed properly during food preparation and cooking time.
- Making arrangements to ensure food is stored in a safe orderly manner and used resourcefully.
- Maintaining kitchen order by ensuring cleanliness of tables, counters and work areas.
- Ensuring all prepared dishes look aesthetically pleasing.
- Ensure appropriate portions have been prepared.
- Assisting in checking food deliveries for both quantity and quality standards.
- Ensuring that proper measures are taken when opening and closing the kitchen.
- Reporting any equipment in need of repair to the Program Manager or designate for service.
- Other duties as assigned by the Program Manager.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Current Food Handler's Certificate.
- Minimum five (5) years culinary experience required.
- Strong knowledge of accepted sanitation standards and applicable health codes.
- Knowledge of proper food handling procedures, sanitation and safety procedures.
- Basic mathematical skills necessary to understand recipes, measurements and requisition amounts and portion sizes.
- Knowledge of culinary techniques such as cutting, cooking principles and plate presentation.
- Possess strong skills in crisis intervention, and conflict resolution and be able to have sound problem solving and decision-making skills under pressure and be able to create and implement creative solutions.
- Ability to work productively within a team setting and also independently.
- Ability to work with limited direct day-to-day supervision.
- Strong organizational and administrative skills.
- Highly developed written and oral communication skills.
- Strong understanding of the factors that contribute to homelessness and poverty.
- Ability to plan and prioritize work, to adapt to changing conditions, and to develop creative solutions to problems.
- Literacy in Word, Excel, Outlook, Windows.
- Vulnerable Sector Background Check/Clearance require



WORKPLACE ENVIRONMENT

The Pathways to Home program operates in a high-support housing environment. Staff should expect exposure to second hand smoke, substance use, and varied client behaviors related to mental health and/or developmental challenges.

COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION

Madison Community Services is an equal opportunity employer committed to building an inclusive, accessible, and equitable workplace. We strongly encourage applications from individuals who identify as Francophone, BIPOC, Indigenous, LGBTQ2S+, persons with disabilities, and newcomers. *Accommodations are available upon request throughout the hiring process.*

COMMITMENT TO QUALITY AND ACCREDITATION STANDARDS

This role is integral to Madison's ongoing commitment to quality care and meeting the Accreditation Canada Qmentum standards related to:

- Client-centered service delivery
- Cultural competence and safety
- Staff training and supervision
- Performance measurement
- Risk management and continuous quality improvement

We encourage all applicants to review Madison's website to learn more about us at www.madisoncs.org

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.