



Giving Hope Today

# EMPLOYMENT OPPORTUNITY

## The Salvation Army

### Ontario Division

<b>Job Title:</b>	Cook	<b>Competition #:</b>	
<b>Department:</b>	Food Services	<b>Position Type:</b>	Casual / Relief
<b>Salary Range:</b>	\$16.06 - \$24.10/hour	<b>Shifts:</b>	Various (6:00 a.m. – 6:00 p.m. or 1:30 p.m. – 6:00 p.m.)
<b>Location:</b>	545 N. Cumberland Street Thunder Bay, ON P7A 4S2	<b>Posting Date:</b>	
<b>Unionized:</b>	NO	<b>Posting Expiry:</b>	January 19, 2023

#### APPLICATIONS ACCEPTED BY:

Email: [ong.tbayadmin@salvationarmy.ca](mailto:ong.tbayadmin@salvationarmy.ca)

Attention: Paige Martin, Senior Human Resources Advisor

Mailing Address: Human Relations Department, The Salvation Army Journey to Life Centre, 545 Cumberland St N. Thunder Bay ON. P7A 4S2

Please, no phone calls.

#### MISSION AND VALUES

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

##### Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

##### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

##### Core Values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

#### JOB DESCRIPTION

##### RESPONSIBILITIES

- Ongoing daily, weekly and monthly maintenance and cleaning of the Food Service Department.
- Prepare and follow menus considering the Canada Food Guide, leftovers and donated food. If required, adjust menu accordingly.
- To network and maintain good rapport with The Salvation Army's different Ministry Units and outside Community Organizations.
- Effectively utilize volunteers and students.
- Perform all the functions of a cook and supervise your team.
- Maintain strict security of the kitchen, dining room, food storage areas and equipment.
- In the absence of the Food Services Coordinator, order and purchase food and supplies required weekly according to menu, donations and budget.
- Receive and check food and supplies for quality, quantity and accuracy of order.
- Must wear uniform while on duty, as provided by The Salvation Army.
- Maintain inventory, daily logs, food timelines and temperature control and follow Food Safe and HACCP guidelines.
- Adhere to government health and safety regulations and cleanliness standards on a daily, weekly and monthly basis as required.
- Maintain statistical and food control records.
- Continually seek to improve existing and ongoing operations.
- Follow all protocol, policies and procedures for the Food Service Department.
- Report any concerns or issues to immediate supervisor.
- Monitors and completes preventative maintenance procedures for Food Service equipment.
- Maintain the daily cleaning schedule for the Food Service Department.
- Perform other position related duties as required.

##### QUALIFICATIONS

- Possess a Culinary Arts Diploma or a minimum of five proven years cooking experience in a commercial or non-profit setting.
- Knowledge of commercial and institutional cooking equipment.
- A valid Food Safe Certification.
- Have current First Aid/CPR Certification or willingness to obtain.
- The position requires a frequent amount of standing and the incumbent must be able to lift and carry heavy objects as required.
- Must adhere to safety procedures and regulations.
- Use of hairnets/hats and gloves while on duty is mandatory.





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- Ability to plan a variety of menus considering leftovers, donated food and track inventory food storage.
- Ability to maintain correctness in ordering and receiving supplies.
- Highly self-motivated, a self-starter with the ability to carry out plans to fruition.
- Ability to work independently and in a team.
- Well-developed planning, organizational and communication skills.
- Ability to supervise and coordinate other employees and volunteers when needed.
- Ability to clearly and accurately communicate information/data when needed.
- Willingness and ability to work under stressful circumstances.
- Ability to maintain confidentiality and willingness to sign confidentiality statement.
- Willingness to participate in on-going professional development.
- Willingness to abide by and fulfill The Salvation Army's Mission Statement, Vision Statements and Positional Statements.
- Must have Hep B Vaccinations and Vaccination against Tuberculosis and provide documentation of the same.
- Provide an original copy of a Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the National Canadian Policy Information Centre (CPIC) or through a local police detachment.
- May require screening through The Salvation Army Abuse Registry.
- NOTE: Alternative combinations of education and experience may be considered.

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

**The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**

We thank all applicants, however, only those candidates to be interviewed will be contacted.  
*You must advise your managing supervisor of your intentions prior to submitting your application.*

