



TEMPORARY PART-TIME COOK POSITION Wheatland Crisis Society - Strathmore, Alberta

Established in 1993 and located 35 minutes east of Calgary in Strathmore, Alberta, the Wheatland Crisis Society is a registered non-profit organization that provides ongoing support and services to women, men and children who are affected by family violence. We are committed to a vision of a future where our community is free of violence and our citizens are empowered to resolve conflict in peaceful and productive ways.

Our success is achieved by offering a slate of programming that is diverse and reflective of the needs of the families and community we serve. This includes a residential program that temporarily houses up to 25 individuals and/or families as well as outreach, early intervention and public education programming that serves the community at large.

We are considered a valuable service provider in the community and are a member of the Alberta Council of Women's Shelters (ACWS).

The Opportunity

This is an opportunity where the society is seeking someone to fill the **Temporary Part-Time Cook position**.

The Role

The successful applicant who fills this temporary position will be required to develop food inventory and menu plans in compliance with WCS budget. The Cook will ensure the kitchen and food storage areas are maintained in compliance with Occupational Health and Safety/Fire Regulations/Alberta Health Standards. The Cook will complete the grocery shopping and execute the food preparation in accordance with the menu plan. It is imperative that all food is palatable, presentable and sensitive to food restrictions/sensitivities outlined by the client demographic. The Cook must comply with AHS-guided current in-house policy and protocol around food handling and serving during COVID-19. Strong communication skills and computer skills are required to ensure instructions are passed to both staff and clients.

The Hours

The hours for this position will include Sunday through Thursday from 8:00 AM – 12:00 PM.

The term of this temporary position is until March 31, 2021.

The Candidate

The successful candidate will possess the following qualifications:

- High School Diploma
- Current CPR/ First Aid
- Recent Criminal Record and Child Intervention Checks
- Complete a Food Handling Course through Alberta Health Services
- Strong interpersonal skills combined with excellent organizational, problem solving and communication skills are critical
- Demonstrated ability to deal effectively with multiple priorities in a fast-paced work environment
- High standards of professional integrity and proficiency
- Ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature
- Clear driver's abstract and an ability to travel

To Apply

This position posting will close **once a suitable candidate is found**. The approximate start date is immediate, but can be negotiated.

If you are looking for a rewarding career at a growing organization, please submit a letter of intent and resume to wcs.jobs@wcsab.ca.

Only those selected for an interview will be contacted. Thank you for your interest in the position.