



North Peace Housing Foundation

The **North Peace Housing Foundation**, a management body responsible for affordable housing for seniors and modest-income families, is seeking a suitable candidate to fill the position of:

Cook (Permanent, Part-Time)

Fairview - Harvest Lodge

Reporting to the Accommodations Manager, the Cook is responsible for the overall coordination of food services within the Lodge. This position will plan and prepare client meals which are well-balanced, aesthetically pleasing, and nutritious.

The Cook plays a key role in the daily operation of the Lodge facility, conducting a variety of food service tasks such as, but not limited to:

- Meal planning and food preparation as per the approved menu.
- Ordering and inventory control of food, utensils and other items/equipment in the food preparation and serving areas.
- Regularly monitoring food waste to best manage inventory.
- General organization and cleanliness of the kitchen area, including coolers, storage areas, etc.
- In conjunction with others, preparing food for picnics, birthday celebrations, special events & functions, which may include altered work hours.
- Maintaining a safe and pleasant work environment, following safety regulations, and actively contributing towards a safe workplace.

The ideal candidate will have experience and proven ability in the food service industry, or a willingness to train and learn into the position. A completed two-year diploma or certificate from a recognized cooking school will be considered an asset.

Candidates should also have a(n):

- Current certification in Basic First Aid, Safe Food Handling and WHMIS, or a willingness to complete.
- Must possess strong organizational and time management skills.
- Self-motivated with a strong sense of responsibility.
- Ability to perform routine, repetitive tasks on a continuous basis.
- Capable of using independent judgement/solid decision-making skills.
- Ability to work independently and as part of a team.

Position Details:

- FTE: 0.875
- Hours of Work: 10-Hour Shifts with a ½ Hour Unpaid Meal Break
- Shift Pattern: Days/Weekends (6-Week Rotation)
- Grid Range (\$21.96-\$29.93) Plus Northern Travel & Shift Premiums

For more information, interested individuals can visit www.nphf.ca or contact Kelli Drake at 780-835-2862.

Resumes, quoting competition number 2023-018, can be submitted as follows:

E-mailed to employment@nphf.ca or

Delivered to the Harvest Lodge - 10400- 108 St., Fairview, AB, T0H 1L0

This competition will remain open until a suitable candidate is found. We wish to thank all applicants for their interest, however, only those candidates we wish to interview will be contacted.