

Cook – Easter Seals McQueen Home (Full time Permanent)

Are you passionate about working with Albertans with disabilities and supporting your local community? Do you have what it takes to champion our Vision to Inspire Potential, Build Community and Enrich Lives?

Easter Seals Alberta is a provincial not-for-profit organization that has been in existence for over 70 years. Our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions. We strive to ensure that the resources Albertans need for an independent and full life are available.

Easter Seals fosters a work environment that is inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued to reflect the people we serve.

Easter Seals Alberta's McQueen Home is located in Edmonton, AB. It is a nine-bedroom home for individuals living with a disability, which, due to their high medical needs, would be unable to live independently without support. These individuals are able to connect and actively participate in their community, including volunteering, attending courses, working part-time, and spending time with family and friends. Like any home, residents dine together, watch hockey, play board games, provide input on their home, and enjoy many summer barbecues.

Position:

We are looking for a dynamic individual to join our team as the Cook for the McQueen Residence. The Cook will be instrumental in ensuring Albertans with disabilities are receiving the care they need. The position is an 8-hour shift Monday to Friday. The Cook reports to the Manager, McQueen Home.

Responsibilities:

1. Meal Preparation:

- Provide meals for the residents of the McQueen home meeting dietary requirements during regular weekly shifts including preparation and clean up
- Prepare weekend and holiday meals in advance
- Meal planning in collaboration with residents, and in accordance with budget, Canada Food Guide and their care plans
- Plan and prepare meals for special occasions
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2. Shopping

- Maintain inventory and record of food, supplies and equipment
- Purchase food items, as needed
- Purchase household good and supplies, as needed
- Ensure all cooking utensils including glasses and dishes are in good repair and replaced as necessary

3. Budget

- Maintain a working knowledge of food and household supply costs to make economical purchases
- Record expenditures and submit to the Manager
- Maintain Imprest account in an accurate and professional manner

4. Health and Safety Standards

- Conduct daily temperature readings for all fridges and freezers and chart accordingly
- Ensure proper storage, handling and disposal of all foods in accordance with Food Safety and Protection Policies and Procedures
- Ensure proper storage, cleaning and maintenance of all kitchen utensils, cooking vessels, dishes, floors and equipment
- Operate standard kitchen equipment safely and efficiently
- Clean and maintain station in practicing good safety and sanitation
- Monitor and report any needed repairs and maintenance of kitchen equipment and appliances
- Empty and dispose of kitchen garbage at end of shift

5. Garden

- Plan and plant the garden with vegetables and herbs commonly used in the home
- Maintain the garden ensuring staff are watering on a regular basis
- Ensure garden is weeded on a regular basis with the assistance of the Health Care Aide's

6. Staff Training & Education

- Attend all staff meetings and in-service as set by the Manager
- Abide by polices and procedures as set by Alberta Easter Seals and McQueen Home
- Seek opportunities to participate in related community educational activities
- Ensure all required certifications are up to date.

Qualifications:

- Food Safe, SafeCheck, Food Handler or equivalent certification
- Emergency First Aid with Level A CPR
- Trained in special diet such as puree, diabetic as directed by the LPN
- Other cooking certifications considered an asset

- Minimum of 6 months of cooking experience, preferably in a group home or health care setting
- Ability to meal plan and food portion appropriately
- Reliable vehicle to get groceries and supplies
- Ability to work alongside care staff as a team
- Ability to work with persons with disabilities, including non-verbal, cognitive and behavioural issues
- Ability to work independently and as part of a team
- Compassionate, caring
- Budget management skills
- Constructive conflict, resolution and stress management skills
- Excellent attention to detail and organizational skills
- Ability to manage and prioritize tasks
- Willingness to take initiative and go the extra mile
- Previous experience working in a non-profit organization considered an asset

Other Requirements:

- Must have up-to-date vaccinations including COVID-19 (two doses), TB, Annual flu vaccination, record of vaccinations
- Clear Criminal Record check including Vulnerable Sector check;
- COVID-19 considerations: to keep our staff as safe as possible we are providing masks, gloves and hand sanitizer.

What we Have to Offer:

- Salary: Range: \$35,000 - \$40,000 per year
- Full Benefit Plan
- Employer Matched RRSP program
- An opportunity to continually grow and learn
- Ability to make a difference in the lives of others

Thank you in advance for your application. Only those candidates considered for an interview will be contacted.