

**TEMPORARY PART-TIME SHELTER COOK**  
**Approximate 14-Month Term**

WIN House Emergency Shelter's provide emergency accommodation and short-term assistance including client-centered, trauma-informed care, referrals to services and resources, security, meals, and a safe place for women and their children subject to domestic violence to stay. We are currently seeking applicants for a Temporary Part-Time (30 hours/week) Cook.

Primary duties and responsibilities include the contribution to client care through provision of nutritious meals, engaging as part of a multidisciplinary team by offering meaningful programming for clients and/or their children, managing the shelter's food services budget and inventory, purchasing goods, and by maintaining a clean, safe, and welcoming environment that adheres to industry standards and regulations.

The ideal candidate will be knowledgeable in community resources related to food and shelter, have successful completion of a food preparation/cooking certificate, current food handling certification, WHMIS, an understanding of "health through nutrition", and cultural awareness. A minimum of two years' experience of cost control including food, supplies, and wastage to meet budget requirements, and a minimum of two years' experience as a cook in a group facility or commercial food, healthcare setting or restaurant are required. In addition, the successful candidate will have or be willing to obtain a conflict-to-calm certificate and a Class 5 driver's licence. Applicants with procurement experience and relationships, and those who speak additional languages are preferred.

This temporary part-time positions are available immediately and expire on or about March 31, 2023. The Cook position falls within the scope of the collective agreement with CUPE Local 3341. The cook is scheduled to work 30 hours per week Monday through Friday between the hours of 12:00 noon and 8:00pm. The starting hourly wage is \$25.00/hour.

The successful candidates will be required to submit a Criminal Record Check, a current Child Welfare check, hold a current First Aid Certificate and must be willing to sign an Oath of Confidentiality. Please submit applications to [HR@winhouse.org](mailto:HR@winhouse.org).

*WIN House is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.*