

AFTER SCHOOL PROGRAM (ASP) COOK **(Part Time, TERM Position until March 31st, 2019)**

POSITION SUMMARY: The After School Program (ASP) Cook is a competent individual committed to IRCOM's vision and values to empower newcomer children and youth and their families to integrate into the wider community through affordable housing, programs and services. Supervised by the ASP Co-Managers, the ASP Cook will be responsible for providing appealing and nutritious meals and snacks for all After School Program participants. This includes meal and snack planning, purchasing ingredients and related supplies, preparation of meals, and cleaning and organizing the kitchen and appliances. In addition, the ASP Cook is responsible for general cleaning, and maintaining meal records. A primary function of this job is to ensure that all ASP participants are served the highest caliber of a nutritious meal and or snack while attending the IRCOM After School Program while also undertaking the following tasks:

Planning and Programming

- ⊕ Plans and prepares nutritious and well-balanced meals and snacks in accordance with the Manitoba Public Health Act and Food Handling Regulations
- ⊕ Creates meal plans for the Homework Program and snack plans for both Children programs (Ellen and Isabel)
- ⊕ Identifies, creates and adapts meal and snack recipes with clear instructions on how to prepare each meal plan when Cook is absent (Program Support Workers prepare snacks for children's programs)
- ⊕ Purchases food, ingredients and related supplies as necessary
- ⊕ Monitors food storage areas and ensures sufficient supply quantities
- ⊕ Prepares sufficient quantities of meals and snacks for every program participant on a daily basis
- ⊕ Maintains established standards of sanitation, safety and food preparation and storage
- ⊕ Modifies menus and recipes and prepares foods to meet the developmental needs of children and youth with food allergies as directed by Co-Manager or designate
- ⊕ Maintains cost control, budget and inventory systems procedures including records of food production, service and attendance
- ⊕ Assures the proper care and maintenance of all food service equipment;
- ⊕ Identifies equipment needs for food preparation and service and assists in purchasing as needed.
- ⊕ Assists Lead Program Support Worker with developing food activities for the children and youth in program

Program Support

- ⊕ Develop relationships with newcomer children and youth and their families and be a positive role model
- ⊕ Tailor additional supports for children and youth, in collaboration with their families and the Co-Managers or designate, when needed
- ⊕ Work in cooperation with other programs at IRCOM, including the Volunteer Program, Community Resource Program, Housing and the Newcomer Literacy Initiative.
- ⊕ Interpretation and / or translation if applicable / as needed
- ⊕ Participates in ASP and IRCOM general staff meetings and events
- ⊕ Performs other duties as assigned

Qualifications

- ⊕ Completion of a Culinary Arts Program or comparable training in foods, nutrition and/or dietetics.
- ⊕ Possess a current Food Handlers Certificate
- ⊕ Minimum 2 years related professional kitchen experience
- ⊕ Familiar with various diet needs and considerations, including allergies and foods from various cultures and faith traditions (e.g. Halal food)
- ⊕ Strong organizational skills and the ability to prioritize work
- ⊕ Effective written and oral English communication skills
- ⊕ Must be open-minded, resourceful, highly motivated, creative and independent
- ⊕ Accomplished team player
- ⊕ Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- ⊕ Knowledge of additional languages is an asset
- ⊕ Training in First Aid, CPR and Non-Violent Crisis Intervention is an asset
- ⊕ Possess a valid Manitoba drivers' license
- ⊕ For more information about employment at IRCOM and key qualifications and qualities we seek in all candidates, please see: <http://www.ircom.ca/about-us/employmentopportunities/>

Hours of work

This a part time, term position, until March 31st, 2019. Hours of work will be primarily from 1:00-6:00pm Monday to Friday. However, program schedules may require some evening and weekend work.

Wage

\$16.00/hr.

Application information

Your cover letter and resume must clearly indicate how you meet the qualifications for this position.

Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or resume if they are from any of the following groups: women, Indigenous people, visible minorities and/or persons with a disability.

Successful candidates must:

- be legally entitled to work in Canada
- submit to a Criminal Record Check as well as a clear Child Abuse Registry Check

Please submit your resume and cover letter by **Wednesday, December 12, 2018 at 12:00pm** to:

Office Administrator
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: admin@ircom.ca
Fax: 204-943-4810

We thank all who apply. Please be advised that only those selected for an interview will be contacted.