

COOK – AFTER SCHOOL PROGRAM Term, Part-time Position (15 hours/week)

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba (IRCOM) Inc., the **After School Program (ASP) Cook** serves newcomer youth and children by providing appealing and nutritious meals and snacks for all ASP participants by:

- Menu planning and ordering of ingredients and supplies
- Meal and snack preparation
- Maintaining and cleaning equipment and food preparation area
- Team and program support

CANDIDATE PROFILE: The After School Program (ASP) Cook is an individual committed to empowering newcomer children, youth and their families on their journey of integration into the wider community. This individual is skilled at planning and preparing meals and snacks, managing food supplies, and cleaning and organizing the kitchen and appliances.

With the support and supervision of the After School Program (ASP) Manager, this position has the following:

DUTIES AND RESPONSIBILITIES:

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 Youth and Homework Programs 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)
- Assists with purchasing 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 ASP Manager or designate
- Maintains cost control, budget and inventory systems procedures including records of food production, service and attendance
- Maintains proper care of all food service equipment

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 ASP Manager or designate, when needed
- Work in cooperation with other programs at IRCOM, including the Volunteer Program, Community Resource Program, Facilities and the Newcomer Literacy Initiative.
- Participates in ASP and IRCOM general staff meetings and events
- Performs other duties as assigned



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
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F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

REQUIRED 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 or lived experience
- Present a current Criminal Record Check and clear Child Abuse Registry Check upon hire
- Proof of full COVID-19 immunization (including boosters) upon hire
- 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/work-here>

DESIRED QUALIFICATIONS:

- 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

WORK LOCATION AND SCHEDULE:

This is a part-time, term position of 15 hours/week until March 31st, 2023. Hours of work will be primarily from 3:00-6:00pm Monday to Friday. However, program schedules may require some evening and weekend work. The ASP Cook will work at the 95 Ellen Street, 215 Isabel Street or adjacent program location.

WAGE: \$16.24/hour

This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

APPLICATION PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. IRCOM supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

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

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Applications must be submitted by **Monday, May 16, 2022 12 p.m. noon to:**

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.
