



Syme-Woolner Neighbourhood and Family Centre

Administration & Adult Services

2468 Eglinton Ave. W.
Toronto, ON M6M 5E2
Tel: (416) 766-4634
Fax: (416) 766-8162

Family Services

George Syme Community School
69 Pritchard Avenue
Toronto, ON M6N 1T6
Tel: (416) 767-2186
Fax: (416) 767-9766

Cook Needed

We are hiring a Assistant Cook for our meal program. The position is 30 hours weekly. The wage is \$16.50 per hour paid biweekly.

Position Overview

The Jane's Program cook is responsible for the planning and implementation of the Jane's Drop-in meal services under the direction of the Program Coordinator. As a member of an interdisciplinary team, the cook performs kitchen and catering services related in a culturally responsive manner consistent with the vision and strategic directions of Syme Woolner, funder's mandate, and complies with the Toronto's Public Health Food Handling standards.

Key Responsibilities included but not limited to:

I. Meal Planning and Preparation

- Prepare breakfast and lunch for drop-in service users by following standardized recipes as per menu and food preparation schedules.
- Maintain City of Toronto Public Health Food Handling standards in food preparation

II. Hygiene of Kitchen and Drop-in Centre

- Ensure kitchen area is kept clean and tidy at all times by following the Toronto Public Health's guidelines
- Ensure dishes are washed and dried according to City of Toronto Public Health Food Handling standards
- Ensure dishwasher, sinks, fridge, and food warmer area is clean

III. Workplace and Service user Safety

- Follow all standard policies, laws, and regulations related to Health and Safety procedures
- Follow all safety rules in use of essential kitchen appliances
- Report to the program coordinator of any unsafe equipment or any other health and safety concerns
- Ensure service users' confidentiality is maintained

IV. Other duties

- **Help with foodbank deliveries, sorting, and arranging food items**

If you are interested in the position, please contact Sophia Cascart at scascart@symewoolner.org with your resume by July 10, 5:00pm.