



**Siksika Family Services Corporation**  
**SHELTER COOK**  
**LT/FT – 1 year**

Deadline Closing Date – Open until suitable candidate found.



**GENERAL STATEMENT OF POSITION:**

The Siksika Shelter Cook is responsible to planning and preparing economical healthy meals for all shelter residents; for the upkeep and maintenance of the shelter kitchen, appliances, and pantry at the Siksika Shelter. The Cook will oversee the safe handling of all food delivery for programs at Shelter, including storage and preparation, reports, communication, resident health, and recovery.

**SUPERVISION RECIEVED:** Shelter Team Lead

**DUTIES AND RESPONSIBILITIES:**

- Ensure all licensing requirements are fulfilled.
- Prepares breakfast, lunch, and dinner five days a week for all shelter residents.
- Prepares menus that take into consideration the varying health and cultural needs of the shelter residents.
- Prepares menus and clear written instruction for preparation and serving of meals on days when not on duty.
- Works closely with the Team Lead to keep shelter food stocked; preparing grocery lists, regular rotating foods from storage to pantry, and ensuring that Food items in freezers and refrigerators are covered and labelled appropriately.
- Assists Team Leads in maintaining a clean and orderly shelter kitchen and pantry area, including regular and thorough cleaning of appliances every day.
- Conduct all work in a manner consistent with the policies and procedures of the shelter and of the agency.
- Ensure recipes are reviewed and updated as required.
- Monitor kitchen and dining room chores by residents are completed.
- Performs additional duties as assigned.

*Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

**EDUCATION AND EXPERIENCE:**

- Grade 12 and 2 – 3 years cooking experience in a residential or commercial setting.
- Food Safety/Handling Certification.
- First Aid and Food Safety Certificate
- Minimum of 2 years sobriety from alcohol or drug problems
- Current First Aid

**WORK ENVIRONMENT:**

- Standing for extended period. Moving around facility, stoop, bend, crouch and reach repeatedly. Lift, push and pull up to 50lbs routinely and up to 70 lbs occasionally.
- May require flexibility for travel when programs are mobile, i.e.: camping etc.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 p.m. of posting closing date. **PLEASE QUOTE Competition number 060-2022 on Cover Letter**

**IMPORTANT:** *All applications must include the following:*

1. *Degree/Diploma/Certificates and/or other related support documentation*
2. *Clear Criminal Record and Child Intervention Check*
3. *Copy of Drivers Licence*

Siksika Family Services (SFS) **COVID 19 Vaccination Policy** requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and provide proof to SFS Human Resources. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

**Please note:** *Only complete applications will be considered and only those candidates selected for an interview will be contacted.*