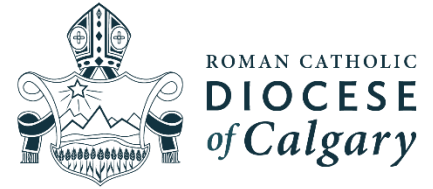


CAREER OPPORTUNITY *for*

Cook (Full-Time)

St. Mary's Cathedral, Calgary



OVERVIEW

The Cook is responsible for the preparation of meals for the Clergy residing at St. Mary's Cathedral Rectory

RESPONSIBILITIES

- Prepares meals for lunches and dinners
- Plans the cooking timing so that foods will be ready as planned
- Orders and purchases food and other items for the kitchen as requested
- Stock pantry inventory appropriately
- Prepares salads, fruits, vegetables, etc. as required
- Washes, trims and seasons foods as required
- Bakes, roast, broils or steams meats, fish and other main food items
- Prepares beverages, sandwiches and snacks
- Prepares individual food servings when requested
- Ensure that all clergy and guest dietary restrictions are met
- Properly handles leftover food and economically plans for the use of leftover food
- Cleans the dining room and kitchen after every meal and as required, especially the kitchen work area, equipment, dishes and cooking utensils
- Cleans all fridges, stove and oven
- Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Minimum High School Diploma with two years' professional cooking experience in a residential or commercial setting
- Knowledge of cleaning and sanitation products, techniques and methods
- Demonstrated efficiency in completing tasks while maintaining a high level of attention to detail
- Demonstrates active listening skills
- High level of integrity and honesty
- Displays a high level of energy and positive attitude towards their work
- Strong organization and time management abilities
- Ability to work as a team and independently
- Good understanding of occupational health and safety

HOURS OF WORK

Monday – Friday (9:00 am – 4:30 pm), including ½ hour unpaid lunch break

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Must be able to stand and walk for long periods of time
- Constant movements of the neck in all directions required when completing assignments
- Ability to work with cleaning chemicals
- Able to lift, push and pull objects up to 25 lbs.
- Able to bend, kneel, twist, lift above your shoulders as needed
- Frequent: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **4pm on Friday, August 11, 2023**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.