



Cold Kitchen Cook

Sage Seniors Association is an organization that helps connect seniors to community supports and resources, offers life enrichment programs and provides a social network for seniors. Food services is one of the ways that we engage and support seniors.

The dining area at Sage is the Sunshine Café. The cafe is a welcoming place for members, visitors and the general public who come for a coffee, for breakfast, or for lunch. The Sunshine Café is open Monday to Friday from 8:00 – 3:00pm.

Reporting to the Manager Food Services, this position is responsible for the cold kitchen items, showcase items, food services line and ware washing for the Sunshine Café.

Qualifications of this position include:

- Minimum 2 years related experience
- Experience working with seniors an asset
- Excellent customer service skills
- Food Safety Certificate an asset

For a complete job description and details please visit:

www.MySage.ca

Please submit resume by **January 16, 2018** to:

Sage
15 Sir Winston Churchill Square
Edmonton AB T5J 2E5
Attn: Barb Carroll
Fax: 426- 5175
Email: bcarroll@mysage.ca

While we appreciate all applications, only candidates selected for an interview will be contacted.

No phone calls please.



POSITION DESCRIPTION

Position: Cold Kitchen Cook

Program: Food Services

Reports to: Food Services Manager

Date Approved: January 2018

Overview of the position:

Sage is a multi-service agency that has provided services to older people in Edmonton and area since 1970. The mission of Sage is to inspire and support seniors to be the best they can be.

Reporting to the Food Services Manager, this position is responsible for the cold kitchen items, showcase items, food services line, Safe House meals and ware washing for the Sunshine Café. This position will oversee the food service operation in the absence of the Food Services Manager.

Area of Responsibility	Tasks
General Responsibilities	<ul style="list-style-type: none"> • Set up dish room area. • Take all cash during morning until volunteer arrives and assist throughout the day as needed. • Assist with coffee items as needed throughout the day. • Prepare all deli items including vegetable, meat and cheese slicing, all salad type sandwich fillings, all spreads and pull all breads as required. • Prepare all showcase items including wrapped sandwiches, wraps, salads, fruit cups, jellos and puddings plus other items as required. • Prepare breakfast grill and sandwich orders • Make muffins, and other line café products • Maintain appropriate showcase stock levels of cold beverages and water pitchers. • Assemble all items for safe house clients, ensuring bags are ready for delivery by 11:00 a.m. • Set-up all beverage and pastry type catering wagons, including, but not limited to beverages and service utensils adhering to specified service times. Assist with catered food orders as directed. • Assist customers on service line by preparing fresh made sandwiches, toasted sandwiches. Work with Hot Kitchen Chef to serve steam table service items and other work as needed. • Prepare all deep fried items ordered for Cafe line,

	<p>including grill orders.</p> <ul style="list-style-type: none"> • Restock all disposable line items as needed including, but not limited to, plates, cups, bowls, lids, cutlery, serviettes and stir sticks. • Restock all portion pack line items as needed.
Cleaning Responsibilities	<ul style="list-style-type: none"> • Wash all dishes and pots throughout the day ensuring proper hand washing before rejoining service line. • Throughout and at end of day, clean deli area, showcase, hot beverage area, slicing area, dish room, Café seating areas and wash any remaining dishes. • Assist with general kitchen cleaning as needed and/or directed. • Wipe down café tables if a volunteer is not available
Other Duties	<ul style="list-style-type: none"> • Work as a team with co-workers to ensure each day's work is completed. • Other duties as assigned.

QUALIFICATIONS

- Minimum 2 years related experience.
- Food Safety Certificate an asset.
- Must possess a sense of speed and urgency
- Apprentice welcome
- Willing to train

SKILLS and EXPERIENCE

- Must be able to work independently and as part of a team which includes staff and volunteers
- Must maintain a neat and clean appearance.
- Must enjoy working with and relate well to seniors.
- Fluent in English, both written and oral.
- Excellent interpersonal and customer service skills.
- Must have the ability to handle and reconcile cash.
- Must be bondable.
- Must be able to lift 50lbs.
- Reliable and dependable.
- Able to take direction.
- Willing to learn and adapt to different ways of completing tasks
- Must work in collaboration with and in support of the volunteers and students in the food services program

DRESS CODE:

- Employees of Food Services are required to wear jackets.
- Adhere to provincial legislation related to hygiene (hats or hair nets).
- Footwear must be closed heel and toe and non slip soles

LENGTH OF POSITION

- Full Time Permanent

HOURS OF WORK

- Monday through Friday from 7 a.m. 3 p.m.

- The end of day time may be extended to 4 p.m. Flexibility required.
- Sage is closed evenings, weekends and all statutory holidays.

SALARY LEVEL & CLASSIFICATION

- Classification: Assistant 1
- \$15.83 / hour .This rate may be adjusted based on qualifications and experience.
- First 3 months of employment deemed a probationary period
- Annual salary review, 3 weeks annual vacation, benefits and pension contributions as defined by board policy