



Café 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. The Sunshine Café is one of the ways that we engage and support seniors.

We are looking for an experienced and passionate full time Cook to help support our team. The ideal candidate has experience with preparing cold kitchen items, such as sandwiches, and will also have experience in preparing hot food items such as soup and lunch specials.

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

This position will maintain an acceptable level of food services for Sage including menu planning, food preparation, product quality and general food service area cleaning and sanitation.

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 **December 3rd, 2018** to:

Sage
15 Sir Winston Churchill Square
Edmonton AB T5J 2E5
Attn: Miriam Salazar
Fax: 426- 5175
Email: hr@mysage.ca



POSITION DESCRIPTION

Position: Café Cook

Program: Food Services

Reports to: Executive Director

Date Approved: October 2018

Overview of the position:

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.

This position will maintain an acceptable level of food services for Sage including menu planning, food preparation, product quality and general food service area cleaning and sanitation.

Area of Responsibility	Tasks
Food Preparation	<ul style="list-style-type: none"> • Responsible for preparation of all food items, including hot and cold food production including: deli items, grill items, showcase items, soups and specials; • Maintain appropriate showcase stock levels • Assemble hot and cold items for Safe House clients, ensuring readiness for delivery by 11am; • Prepare baked items; • Prepare coffee in the morning and assist with coffee items throughout the day; • Prepare deep fried items and any grill orders; • Assist in preparation of all catering and special order items
General Responsibilities	<ul style="list-style-type: none"> • Assist Café line cash, as needed • Assist with catering, as needed • Assist with receiving and storage of grocery orders adhering to rotation standards
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

Customer Service	<ul style="list-style-type: none"> • Create a friendly atmosphere in the Café to make all customers feel welcome and important
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 2
- \$17.82 / 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