



JOB DESCRIPTION

Kitchen Cook

Our Vision:

The Native Canadian Centre of Toronto is dedicated to helping all of our relations on their journey

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: Kitchen Cook

II Employment Term, & Work Hours: Full Time, Monday to Friday 6:30 am to 2:30 pm, with flexibility for evening and weekend events.

III Department: Operations

IV Direct Report: Kitchen Supervisor

V Position Summary: Under the general direction of the Kitchen Supervisor, the Kitchen Cook is tasked with ensuring culinary excellence by assisting with food preparation, cooking, and packaging of meals for the organization's Monday-Friday community lunches, catering orders, Thursday socials, and special events. The Kitchen Cook provides a positive, respectable work culture for everyone and holds a high standard in meeting food quality, food handling regulations, and overall cleanliness of the kitchen.

VI Duties and Responsibilities include but are not limited to:

- Complete all preparatory tasks assigned by the Kitchen Supervisor at each stage of meal preparations
- Prepare food by operating a variety of kitchen equipment, measuring/mixing ingredients, washing, peeling, cutting and shredding fruits/vegetables, and trimming and cutting meat, poultry, or fish for culinary use
- Follow recipes and/or directions for preparing, seasoning, cooking, tasting, carving and serving soups, meats, vegetables, desserts and other food
- Assist the Kitchen Supervisor in developing a culinary plan/menu for Monday-Friday community lunches which ensure quality satisfaction and meet Canada's dietary guidelines
- Assist the Kitchen Supervisor in developing and maintaining traditional Indigenous and seasonal menus for monthly and/or annual occasions
- Build relationships with NCCT clients and listen to their feedback to help improve our culinary offerings and service
- Assist in the packaging, date stamping, delivery and tracking of meals and catering orders
- Assist in kitchen set up and clean up before and after each cooking shift
- Aid in assuring that clientele's dietary considerations are being met and changes are being recorded
- Adhere to sanitation practice standards and current legislated health guidelines
- Ensure maintenance of food rotation in storage to minimize spoilage and waste
- Must work in tandem with the kitchen guidelines and protocols set by the full-time Kitchen Supervisor
- Inspect work areas, supplies, ingredients, and cooking equipment to ensure constant conformance to regulatory standards
- Respect and use sensitivity in the spiritual, cultural and ethnic aspects of the organization and community
- Perform other duties as assigned



VII Qualifications:

- Three (3) or more years of experience in food preparation and cooking in a commercial kitchen
- Proven experience in cooking game meat and preparing traditional Indigenous meals a strong asset
- Experience in a non-profit environment is an asset
- Chef's trade certification from an accredited college is a strong asset with completion of the Red Seal examination for Cooks desirable
- Possess a current and valid Food Handler certificate
- Knowledge of using large-scale kitchen equipment and kitchen safety
- Be proficient in a wide variety of preparation methods such as: roasting, grilling, steaming, poaching, boiling, and baking
- Ability to work as an individual contributor and as part of a team
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

VIII Working Conditions:

- Face-paced environment
- Exposure to heat and cooking elements (hot oil, hot water)
- Must be flexible to work on variable time schedules during the week and/or on weekends

IX Physical requirements: Able to stand for extended periods, qualified to work in a commercial kitchen and must be able to lift 40 lbs.

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The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a full-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted. If this position interests you, please submit your resume and a cover letter to:

**NCCT Website - Career Opportunities
<http://ncct.on.ca>
Application Deadline: Until Filled**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hr@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.