



Cook

Bernard Betel Centre – Toronto, ON
Full-time, Permanent

The Bernard Betel Centre is a vibrant, growing, active community centre for adults 55+ years, offering over 120 programs each week. We are a non-profit organization with over 2,200 members and many more non-members; participating year round in special events, courses, volunteer opportunities and many other offerings. We are looking for a passionate, innovative and motivated Cook to join our team. This position will start immediately.

Overview

Reporting to the Director, Food Services, the Cook will supervise the operation of the kitchen, cafeteria, catering, and Meals on Wheels program; order all food and supplies required for the operation of the kitchen, cafeteria and catering; prepare food for the cafeteria and special events. The successful candidate strictly observes the Kashruth laws, Jewish customs; proper food handling techniques in food preparation, storage, and service; and safely operates institutional food service equipment.

Job Duties:

- Prepares soups, entrees, salads, sandwiches, desserts, short orders according to menu cycle strictly observing Kashruth and safe food handling procedures;
- Prepares and packages meals for Meals on Wheels;
- Order all food and other supplies (i.e. paper goods, dishes, cutlery) as required by the kitchen and cafeteria; ensures that all products meet the directives of the Kashruth Council; checks delivery of orders and supervises storage;
- Develops and enforces policies and procedures for the preparation and service of safe, sanitary food service operation; develops a Quality Assurance Program for food services; develops policies and procedures for cleaning and sanitation of the kitchen, cafeteria, all equipment, storage, and work areas;
- Plans menu and other details for internal and external catering orders in conjunction with program staff and clients;
- Prepares food for internal catering of centre programs and for external catering; serves and/or supervises all catering;
- Schedules and trains staff and volunteers to work in the kitchen, cafeteria, Meals on Wheels and for catering special events;
- Supervises Kitchen Aide and cafeteria and catering volunteers;
- Develops and costs standard recipes for production of menu items;
- Develops menu in conjunction with the Coordinator, Food Services;
- Able to lift and carry up to 40lbs;
- Performs other duties as needed.

Please submit your cover letter and resume by email to Irina Shulgin, Director, Food Services, at irinas@betelcentre.org. We thank you for your interest, but only candidates selected for an interview will be contacted.

Bernard Betel Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your application.