

# Second Cook

GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees, and the opportunity to positively contribute to our clients' quality of life.

**Details:** Temporary, Full time, Days, 40 hours per week, 2-week rotating schedule. *(This is a temporary position expected to end on or before November 14, 2023).*

**Schedule:**

Week 1: 9:30AM to 6:00PM Saturday, Sunday; 6:30AM to 3:00PM Monday, Wednesday; 9:30AM to 6:00PM Thursday

Week 2: 9:30AM to 6:00PM Friday; 6:30AM to 3:00PM Monday; 9:30AM to 6:00PM Tuesday, Wednesday; 6:30AM to 3:00PM Thursday

**Pay Scale:** \$19.00 - \$24.70 per hour

**Location:** Ottewell Manor, 6675 – 92 Avenue NW, Edmonton, AB, T68 0S3

**Typical Duties:** Reporting directly to the Chef, the Second cook is responsible for food preparation, cooking main entrees, food storage, meal presentation, meal service and cleaning the kitchen areas and equipment. The second cook assists the Chef with kitchen administrative duties such as ordering, receiving, inventory and staff scheduling, including staff supervision in the absence of the Chef and any site-specific duties as assigned.

**Experience/Education Preferences:**

- Strong English communication skills, both written and verbal is required
- High School diploma or equivalent is required
- Experience with cooking and baking in a commercial kitchen setting is required
- Experience supervising kitchen and dining room staff is preferred
- Basic Computer skills in in Microsoft Office are required

**Other Requirements:**

- Strong customer service skills including the ability to interact with everyone in a respectful manner
- Strong leadership and organizational skills with a flexible and collaborative approach
- Strong negotiating and conflict resolution skills

**Please send your resume quoting job posting number (O45) SC 3 to:**

Human Resources  
GEF Seniors Housing  
Email: [jobs@gef.org](mailto:jobs@gef.org)

**Internal applicants:** Please advise your supervisor or manager of your intent to apply.

*This job competition will remain open until a suitable candidate is found.*

The successful applicant will be required to undergo a criminal-records check and be fully vaccinated against Covid-19.