



CAREER OPPORTUNITY *for* Cook (Part-Time) St. Mary's Cathedral, Calgary

REPORTS TO

Rector

OVERVIEW

The Cook is responsible for the preparation of meals for the Clergy residing at St. Mary's Cathedral Rectory

RESPONSIBILITIES

- Prepares meals for lunch and dinner
- Plans the cooking timing so that foods will be ready as planned
- Orders and purchases food and other items for the kitchen as requested
- Prepares salads, fruits, vegetables, etc. as required
- Washes, trims and seasons foods as required
- Bakes, roast, broils or steams meats, fish and other main food items
- Prepares beverages, sandwiches and snacks
- Prepares individual food servings as and when requested
- Properly handles leftover food and economically plans for the use of leftover food
- Cleans the dining room and kitchen as required, especially the kitchen work area, equipment, dishes and cooking utensils
- Cleans all fridges, stove and oven
- Other duties as assigned by the Rector related to the operations of the parish.

QUALIFICATIONS

- Previous cooking experience
- Good understanding of occupational health and safety
- Strong organization and time management abilities
- Ability to work as a team and independently

HOURS OF WORK

Tuesday to Friday: 10:00 am - 3:00 pm (20 hours/week)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Must be able to stand and walk for long periods of time
- Constant movements of the neck in all directions required when completing assignments
- Ability to work with cleaning chemicals
- Able to lift, push and pull objects up to 25 lbs.
- Able to bend, kneel, twist, lift above your shoulders as needed
- Frequent: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

KEY RELATIONSHIPS

- Rector, Associate Pastor, Priests in Residence, Parish Office staff, Catholic Pastoral Centre staff

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until ***a suitable candidate is found***. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.