



Poundmaker's Lodge Treatment Centres
Box 34007 Kingsway Mall Post Office
Edmonton, AB T5G 3G4
Phone Number: (780) 458-1884 Fax Number (780) 459 1876
Toll Free Number 1(866) 458-1884
www.poundmakerslodge.com

EMPLOYMENT OPPORTUNITY

Cook

Casual Position

Poundmaker's Lodge Treatment Centres is growing and expanding and as such, we have an available position for an individual who will assume responsibility of Cook on a casual basis. The overall objective is to work alongside the kitchen staff to create balanced meals for the facility. The responsibilities include preparing food for clients and maintaining a clean and organized kitchen area.

Duties and Responsibilities:

The Candidate will provide support to the kitchen staff and kitchen manager in preparation of meals throughout the day. They must be able to follow oral, written directions, recipes, menus, and instructions. Furthermore, the candidate will be responsible for maintaining strict confidentiality of all resident information.

Qualification Criteria:

1. 5 years food preparation experience is preferred.
2. Experience in volume cooking, scratch cooking and baking in an institutional setting.
3. Ability to work in a Health Care Centre or high production kitchen environment.

Knowledge and Skills Required:

1. Maintaining confidentiality is essential.
2. Food Safe training.
3. Excellent communication skills.
4. Experience within an Aboriginal setting is considered an asset.
5. Maintain good attendance and punctuality.

Other:

1. The successful candidate will require a valid Alberta Driver's license and have access to a reliable vehicle. Final candidates for this position will be asked to undergo a security screening.
2. Demonstration of a healthy lifestyle will be an asset.
3. Ability to lift pots, pans., etc. up to 50 lbs. in weight.
4. Maintain a professional appearance.

Resumes without cover letters will NOT be accepted. Cover letter must demonstrate your experience with Indigenous populations. Resume must clearly outline how your previous work experience demonstrates your qualifications and requirements for this position. Interested candidates should fax or email their cover letter and resume to:

Brad Cardinal
Executive Director
Poundmaker's Lodge Treatment Centres
Email: brad-cardinal@poundmaker.org
Fax: 780-459-1876

Ryan Brost
Human Resource Specialist
Poundmaker's Lodge Treatment Centres
Email: ryan-brost@poundmaker.org
Fax: 780-459-1876

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Final candidates for this position may be required to undergo a security screening, including a criminal record check.