



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

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### Cook

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#### Casual Position

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Poundmaker's Lodge Treatment Centres is growing and expanding and as such, we have an available position for an individual who will assume responsibility as a Casual Cook. 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.

Posting will stay open until a suitable candidate is found.  
Only successful candidates will be contacted.



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**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:

Thank you for your interest however only those selected for an interview will be contacted. For consideration, interested parties should submit a resume and cover letter to:

Stacalee Borden  
Kitchen Manager  
[Stacalee-Borden@poundmaker.org](mailto:Stacalee-Borden@poundmaker.org)  
Fax 780.459.1876

Ryan Brost  
Human Resource Specialist  
[Stacalee-Borden@poundmaker.org](mailto:Stacalee-Borden@poundmaker.org)  
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