DONWOOD

Cook

Indefinite term| Part time (0.4 EFT) |Days

Reporting to the Food Services Manager, the Cook is responsible for all food production activities related to providing high quality food service to residents/tenants, staff and visitors. This position requires excellent team work and leadership within the kitchen environment in a manner that reflects the mission, vision and values of Donwood Manor Personal Care Home.

QUALIFICATIONS

- Food Handlers Certificate required within 6 months of employment
- Demonstrated ability to establish and maintain positive, respectful, and effective working relationships with residents, families, and colleagues
- Proven ability to work collaboratively as part of a multidisciplinary team
- Ability to meet the physical requirements of the position, including standing, walking, lifting, bending, and other job-related physical tasks
- Proficiency in the English language, including the ability to speak, read, write, and comprehend effectively for communication and documentation purposes
- Must demonstrate food service skills in performing tasks relative to food preparation and meal service for residents and catering needs
- Basic knowledge and understanding of proper nutrition practice and therapeutic diets pertaining to the elderly is essential
- Certificate in Institutional Cooking or equivalent is required
- A minimum of 2 years related experience in quantity food service kitchen in the hospitality sector or health care environment is essential

SCOPE OF RESPONSIBILITY

- Prepare and bake food to established food service standards
- Supervise meal service and catering for special events.
- Collaborate with the Food Services Manager, Dietitian, and Baker on menu planning, recipes, and allergens.
- Train, support, and supervise dietary staff; provide leadership, coverage, and performance feedback.
- Maintain cleanliness, safety, and proper operation of kitchen equipment and service areas.
- Assist with inventory control, ordering, cost control, and waste reduction; receive supplies as required.
- Develop and maintain standardized recipes and recipe documentation.
- Communicate food supply needs, shortages, and equipment issues promptly.

Disability accommodations are available upon request during the assessment and selection process. As a condition of employment, a current Criminal Record Certificate and an Adult Abuse Registry is required within three weeks of hire date. **Submit resume to**: Human Resources at Career@donwoodmanor.org

Closing date: Thursday, Nov. 12, 2026 Posted Nov. 5, 2026

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