



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

### **Cook**

*Kids in the Hall Bistro*

### **Job Purpose**

The purpose of this position is to assist the Catering Coordinator in successfully running the catering department of the Kids in the Hall Bistro.

### **Duties and Responsibilities**

#### **Catering Assistant Responsibilities:**

- Discuss requirements with customers and take detailed notes about food and service requirements.
- Stock and maintain inventory.
- Follow up with clients after functions and deal with customers complaints.
- Ensure safe food handling practices during transportation and service.
- Coordinate arrangements such as room or hall rentals.
- Set up prior to functions and clean up afterward.
- Supervise food and beverage service during the function.
- Other duties may be assigned as needed.

#### **Cook Responsibilities:**

- Wash peel and cut vegetables.
- Clean and cut meats, fish and poultry.
- Clean kitchen equipment and cooking utensils.
- Prepare, season and cook foods such as soup, salads, meat, fish, gravies, vegetables, desserts, sauces and casseroles.
- Bake pastries.
- Delivery catering items to customers.
- Prepare, set up and oversee buffets.
- Supervise kitchen staff (participants) as assigned by the executive chef.
- Other duties may be assigned as needed.

### **Qualifications**

- 1-2 years catering/cook experience
- Standard First Aid and Pro Serve
- Excellent organizational skills

- Able to work alone or as part of a team
- Must have the ability to remain calm while working in close quarters with others during busy periods
- Will need to be flexible and creative
- Have good basic math skills
- Basic Knife skills
- Have a genuine interest in preparing food
- Able to work flexible hours

### **Working Conditions**

Work 25-35 hours per week 9:00am – 3:00pm Monday to Friday

### **Salary Scale**

Starting: \$12.50 – \$15.00/hr

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.