



Head Cook

Full-Time

Port Hardy and North Island
Port Hardy

Tuesday July 7, 2026

\$26 - \$30/ hour (\$26.73)

Company: The Salvation Army

Website: <https://waddingtonhope.ca/>

Industry: Public Works & Services

How to apply:

Email Catherine Brotchie at: catherine.brotchie@salvationarmy.ca or drop off your resume at the Centre of Hope at 7305 Market Street

Expiry Date:

Tuesday, July 21, 2026

Details:

Job Description: POSITION PURPOSE SUMMARY: The Head Cook is responsible for all food service operations for Mt. Waddington Community Ministries (which includes Community Meal Programs, Shelter Services, Centre of Hope Programming, and Community Events,) ensuring compliance with the Canada Food Guide, dietician-approved menus, and food safety regulations. KEY RESPONSIBILITIES: FOOD SERVICE: -Prepares and serves nutritious meals to guests and residents following Canada's Food Guide and the Dietician-approved menu. - Ensures food handling, preparation, and storage is conducted according to Food Safe standards. -Maintains sanitation, health, and safety standards in work areas. - Follows guidelines for the safety and security of food and equipment; monitors practices to ensure adherence. -Responsible for maintaining the constant cleanliness and sanitation of freezers, refrigerators, stoves, and food preparation surfaces. -May use a variety of cooking methods to produce a range of menu items, including boiling, blanching, simmering, poaching, steaming, stewing, braising, roasting, baking, grilling, and shallow frying. -Ensure that inventory is rotated every three days. -Checks and records the temperature of food items, taking into consideration the duration of time they have been in the danger zone. - Ensure that items stored in the refrigerator and freezers are labelled, dated, properly covered and placed on the appropriate shelves. -Completes daily temperature audits for the refrigerator and freezer, recording the temperatures at the beginning and end of each shift on the daily audit form. -Ensure that proper safety precautions and hygiene standards are adhered to, including Universal Precautions. -Decides on the appropriate, creative, and efficient utilization of food to minimize waste. -Perform all other job-related duties as required. ADMINSTRATIVE: -Submits incident and injury reports as required. -Completes and maintains monthly reports and logs as required by legislative/health and safety

regulations. -Attend monthly staff meetings. -May assist with recording monthly and quarterly statistics for meal counts and volunteer hours, ensuring that volunteers keep their timesheets up to date. -Attends all other mandatory job-related training as required. -The above responsibilities must be performed in keeping with The Salvation Army's Mission, Vision and Values, in a professional manner, upholding our code of conduct. **PREFERRED SKILLS/CAPABILITIES:** - Willingness to adhere to the Mission, Vision, and Values of The Salvation Army. - Excellent team and interpersonal skills. -Active listening, empathy, and the ability to provide clear directions. -Attention to detail and problem-solving skills. -Physical endurance to stand, lift, and perform the physical duties required for the role. - Communication skills to work effectively with other staff and volunteers. -Ability to adapt approach to various personalities. -Successful candidates, prior to hiring, will be required to provide: -Criminal Record Check with Vulnerable Sector Search. -A clear vulnerable sector screening. **HOURS:** Wednesday to Sunday; 8:00 am to 4:00 pm (40 hours per week) As per Salvation Army policy, there is a three-month probationary period for employment, but after its successful completion, this position would include Full-Time Benefits. The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements. We thank all applicants, however, only those candidates to be interviewed will be contacted. Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application. **Compensation:** Probationary rate = \$26.23; Post Probationary rate = \$26.73 Placement in the salary range will be based on factors such as market conditions, internal equity, and candidate experience, skills, and qualifications relevant to the role. The Salvation Army will provide reasonable accommodation upon request. Please email Recruitment.Accommodations@salvationarmy.ca if you have a need for any accommodation and we will be pleased to discuss this with you.

Qualifications & Experience:

Education/Certifications: -Completion of high school, grade 12, or equivalent plus post-secondary education in Food Services or specialized Food Service courses of up to six (6) months. -Food Safe Level 1. -Food Safe Level 2 will be considered an asset. -Occupational First Aid Level 1 Certification. -Alternative combinations of education and experience may be considered. **Experience and Skilled Knowledge**

Requirements: -A minimum of two years of prior related experience with at least one year of institutional cooking experience. -Knowledge of safe work practices. - Valid Driver's License and clean driver's abstract. -Able to handle physical demands, including lifting and carrying items weighing up to 40 pounds. -The ability to stand for extended periods of time. -The job performance requires a moderate amount of computer work, lifting and moving equipment, loading and unloading trucks (groceries), frequent standing, cutting, chopping, carrying supplies, and walking. -Immunization for Hepatitis B and vaccination against Tuberculosis are recommended.
