



Cooks & Kitchen Support (Casual Work)

Position: Casual (“as needed”)

Locations: Grande Prairie & Clairmont; *may be required to work at other sites, as needed*

Organization: Grande Spirit Foundation

About Us

Grande Spirit Foundation provides housing, quality care, and dignity to seniors and families within the Grande Prairie region. As an essential service provider, we operate year-round to support our community.

The Role

We are currently recruiting **experienced Cooks and/or Bakers** to support food services across our senior housing facilities in and around Grande Prairie and Clairmont. These positions work on an “**as-needed**” basis to cover staff vacations, leaves, and peak workloads.

- **Shifts:** Must be able to work a variety of shifts from Monday to Sunday, day and morning shifts, plus weekends/holidays. Shifts are typically 7.5+ hours.
- **Perks:** Shift differentials are paid for weekend work!

Key Responsibilities & Requirements:

- **Knowledge:** Knowledge of the Canada Food Guide and special diets (*i.e. diabetics*), and an understanding of the nutritional requirements of senior citizens. Knowledge of safe food handling, cleaning equipment and chemicals.
- **Skills:** Must have excellent baking skills and be able to cover the Cook’s position, including cooking, when necessary; must also be able to prepare the weekly grocery orders for submission.
- **Customer Service:** A congenial personality who enjoys working with and for the elderly, and an ability to maintain a harmonious relationship with staff and the public.
- **Communication:** Good communication skills.
- **Service Excellence:** Patience, time management skills, and the ability to work independently.
- **Physical Capability:** Must be **physically fit** and be able to bend, lift and climb; good manual dexterity.
- **Ability:** Ability to stay calm in emergencies and be able to carry out responsibilities listed in the job description/duty list.

Qualifications & Skills:

- **Education:** Completion of a high school diploma or equivalent is an asset.
- **Experience:** Previous **cooking experience** (e.g. catering, camp, or restaurant) is considered a strong asset. **Baking experience** is a strong asset.
- **Certifications:** Food Safe, WHMIS, First Aid, and CPR certification preferred.
- **Assets:** Strong communication skills and the ability to work effectively in a team environment or independently on your own initiative; ability to maintain harmonious relations with staff and the public, and a genuine interest in, and empathy for, the care of seniors.
- **Clearance:** Ability to provide a **clear Criminal Record Check**.
- **Transportation:** A valid driver’s abstract and **access to reliable transportation to/from work** (as public transit to certain locations may be limited).

Compensation:

Starting Hourly Wages

- **Cook’s Helper:** Starting at \$22.35 / hour
- **Kitchen Aide (Bakers):** Starting at \$25.69 / hour
- **Cooks:** Starting at \$29.02 / hour

How to Apply: Please **submit your resume** to the **Grande Spirit Foundation** via email at: resumes@grandespirit.org