

**Canadian Mental Health Association, Kenora Branch
Kenora Emergency Shelter
Kitchen Lead/Cook Full-Time Position**

Reporting to the Chief Executive Officer and the Kenora Emergency Shelter Team Lead the Kitchen Lead is responsible for planning and preparing nutritious meals.

The Kitchen Lead will work seven and a half hour shifts. They will participate as a member of a team of professionals whose focus is safety, stability and support for individuals in a housing crisis.

Qualifications:

Diploma in a culinary program an asset, High school graduation diploma or GED minimum
 Experience working with individuals with mental health struggles and addictions and/or demonstrated ability to work with vulnerable populations
 Personal qualities of empathy, understanding, and patience Good interpersonal communication and relationship building skills Ability to communicate professionally with community agencies
 Knowledge of community resources
 Cultural competence for diverse populations Understanding and applied knowledge of Recovery Model
 Understanding of trauma informed practice and implementation
 Good documentation skills
 Ability to learn and understand online scheduling Proficient computer skills
 Demonstrated understanding of personal space and ability to role model healthy boundaries Ability to manage conflict and crisis situations
 Ability to work independently as well as in a team environment
 Creative problem solving
 First aid & CPR/AED, Mental health first aid, and NVCI or willing to obtain Valid Driver's License

Duties:

- Adherence to all policies and procedures of Canadian Mental Health Association, Kenora Branch
- Ensure safety and security of all patrons during shift, including interpersonal safety and security of the shelter
- Planning and preparing nutritional, tasty and cost-effective meals for large numbers
- Maintain health and safety standards as required by governments
- Organizing and maintaining food inventory
- Communicate with patrons/staff possible food allergies and restrictions
- Creating grocery list and purchasing
- Ensure completion of shift responsibilities and routines as identified in Policies and Procedures
- Communicate with Shelter Team Lead of any building maintenance issues to be addressed
- Perform general housekeeping duties such as sweeping and mopping of floors, emptying garbage cans, clean and sanitize kitchen area
- Attend monthly staff meetings and education/training opportunities as required
- Participate on specific committees or working groups as assigned by Chief Executive Officer
- Provide a safe environment by ensuring adherences to Workplace Health and Safety Regulations and Policies, Infection Control Guidelines, WHIMIS and Safe Work Procedures; including but not limited to Fire, Disaster and Evacuation Plans
- Ensure client safety and client safety activities are emphasized throughout orientation of new staff members
- Support an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of mental health services
- Responsible for self-care
- Other duties as directed

For more information, please visit www.cmhak.on.ca

**Please submit resume by March 13th, 2024,
attention to: Hiring Committee
Canadian Mental Health Association, Kenora Branch
227 Second Street South, 2nd Floor
Kenora, Ontario P9N 1G1
Email: careers@cmhak.on.ca**

The Canadian Mental Health Association, Kenora Branch welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.