

# **JOB POSTING**

*Cook, Part-Time <18 hours/week  
Job #25-23*

## **ELIGIBILITY TO APPLY**

Anyone eligible is invited to apply for this position.

## **PRIMARY FUNCTION**

Reporting to the Manager, Food Services and Catering, the Cook is responsible for the preparation of meals for The 519's internal programs and events, as well as catering in line with service standards.

## **KEY ACCOUNTABILITIES**

- Assists in ordering of produce, meat and dried goods supplies for The 519's food services and helps to ensure that the receiving and inventory requirements are met and that there is limited food waste. Receives product and ensures that items meet The 519's quality standards and stored appropriately.
- Works collaboratively with Lead Cooks, ensuring The 519's high quality food specifications and standards are met at all times.
- Prepares, cooks and serves meals in the various food service outlets. This may include, but not limited to, soups, sauces, bread and desserts, rice and starches, meat, fish, and poultry, fresh and processed vegetables, canning, preserving and other food production. This includes the use of rescued food. Specialization may be assigned by the manager.
- Works in various settings including The 519's Catering services and food drop-in programs, employing a professional, friendly and courteous customer service approach in all activities.
- Prepares meals within specified time frame and ensures quality and consistent product based on established standards.
- Ensures that all scheduled catering contract requirements are met, including the set up/tear down of events.
- Assists in planning and production of, program food needs, catering orders and special events.
- Works with, directs and assists volunteers in food production, service and cleaning.
- Cleans and maintains all work surfaces, including tables and floors, at completion of meals and removes all dirty dishes and flatware, pots and pans to washing area.
- Cleans and sanitizes kitchen equipment and appliances such as: meat slicers, mincers, choppers, mixers, ovens, grills, deep fryers, steamers, skillets etc.
- Sorts and disposes of garbage according to the recycling program and maintains garbage cans and bins in a clean and sanitary manner.
- As scheduled washes, cleans and sanitizes all dishes, prep materials, kitchen counters, tables, floors, bins, refrigerators, freezers, garbage containers, dining room furniture, shelves, windows, walls, carts, trolleys, coffee and beverage machines and any equipment used in the preparation of food and in serving areas.
- Delivers food supplies and food to dining/serving and preparation areas. Collects and disposes of/or saves leftovers and waste from these areas.

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- Completes inventory tracking sheets, prepares food and supplies orders for approval, receives goods, confirms order accuracy, lifts, carries, unpacks and properly stores supplies/food in refrigerators, freezers and various storage areas and rotates food according to expiry dates throughout the building.
- Complies with all requirements and guidelines related to safe food handling practices, and all other applicable legislation and regulations including but not limited to Health and Safety legislation and The 519 and City of Toronto internal policies.
- Checks food temperature, quality and correct dietary application.
- Other duties as assigned.

### KNOWLEDGE AND EXPERIENCE

1. Completion of Hospitality diploma, and/or 3 years' experience in a comparable cook position in a commercial kitchen.
2. Food Handler's Certification, or within the first 30 days of employment. SmartServe is an asset.
3. Ability to operate and clean various pieces of food services equipment.
4. Fundamental knowledge of the Occupational Health and Safety Act, WHMIS/GHS, the Sanitation Code and the legislation related to this work.
5. Commitment to local and sustainable food, and a desire to educate and champion the food community. Knowledge of relevant community resources, particularly those related to food security issues. An interest and commitment to supporting productive enterprise and community engagement related activities.
6. Demonstrated ability to manage multiple demands within tight deadlines and prioritize work and ability to work both independently and within a team structure.
7. Willingness to work weekends, shifts and holidays as assigned.
8. Ability to perform basic mathematical calculations, follow verbal and written instructions in English.
9. Ability to lift and carry heavy items up to 50 lbs. and perform various cleaning duties.
10. Able to withstand extreme temperatures and sound levels and able to stand and walk for extended periods of time.
11. Proven ability to handle confidential and sensitive information with discretion and tact.
12. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality and class; this position requires a commitment to and passion for social justice.
13. Demonstrated ability to work with 2SLGBTQ+ communities including demonstrated experience integrating anti-racism, anti-oppression and intersectional values and principles into daily practice.
14. Demonstrated understanding of the role that community centres play in local neighborhoods.
15. Excellent interpersonal skills with the ability to maintain cooperative working relationships with staff, volunteers, community partners, program participants and the public.
16. Working knowledge of MFIPPA and other relevant legislation.
17. Developed conflict resolution, problem solving and communication skills.

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18. Proficient in Windows, Microsoft Office Suite. Proficiency in database applications including Salesforce considered an asset.

### TERMS OF EMPLOYMENT

<b>Position Status</b>	Part-Time, under 18 hours/week plus Casual work
<b>Union Status</b>	Union Position - CUPE Local 2998 – Wage Grade 2
<b>Starting Hourly Rate</b>	\$18.43/hour starting rate (City of Toronto 2025 Wage Grid for Union Staff) (Range \$18.43/hour-\$22.60/hour)
<b>Benefits</b>	Not eligible for health and dental benefits; optional pension plan enrollment as of Day 1.
<b>Hours of Work</b>	Up to a maximum of 18 hours/week. Shifts are based on operational demands which will include weekdays, evenings, and weekends as needed.
<b>Vacation</b>	4% vacation pay on every pay cheque
<b>Location</b>	Due to the nature of the work, this job will be performed on-site, at The 519

### APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to [Careers@the519.org](mailto:Careers@the519.org) no later than **December 28, 2025**. Please quote **Job #25-23** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 25-23 First Name Last Name". Please also share [which pronouns you would like us to use](#) when corresponding with you (directly and within The 519) in your email or your cover letter.

**Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.**

*The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.*

**Accommodation:** *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*