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## JOB POSTING

**Position Title:** Cook

**Employment type:** Part-time/Casual

**Department:** Community Development & Food Security

**Locations:** 74 Firvalley Court, 40 Teesdale Place, other locations as required, Scarborough ON

**Organization:** Warden Woods Community Centre

## About Us

Warden Woods Community Centre is a neighbourhood centre, empowering neighbours to work together to meet local challenges and create shared approaches to building community. We have been working collaboratively to support the needs and interests of local communities in Southwest Scarborough since 1970. As a multi-service charitable organization, we provide essential supports like assisted living, daycare and meal programs, while also supporting caring, compassionate, just and interdependent community life for all. Learn more at [wardenwoods.com](http://wardenwoods.com).

## Position Summary

Reporting to the Supervisor, Teesdale Drop-In, the Cook is responsible for planning, preparing, and serving meals to enhance the quality of life and personal wellness for participants of the Teesdale Drop-In Program who are under/unhoused or navigating the effects of poverty.

## Job Responsibilities

- Plan, prepare and cook meals for up to approximately 100 people per meal that are appealing, tasty, nutritious, and considerate of the diversity of community
- Integrate donated food with purchased food through creative menus
- Plate and package meals for both dine-in and takeaway participants, being conscientious of environmental responsibility and with the goal of minimizing waste.
- Plan meal and snack menus in accordance with the Canada Food Guide and with knowledge of the needs of people living in poverty
- Maintain safe food handling and sanitation practices in all aspects of preparation, storage, and service, including immediately addressing food handling concerns in the workspace.
- Ensure the kitchen is kept clean, organized, and compliant with health and safety standards
- Monitor inventory, track supplies, and support timely use of donated and purchased items.
- Reduce food waste through appropriate planning and portioning, and adherence to program policies related to food provision.
- Supervise staff and volunteers while they work in the kitchen, handle food, etc.
- Support a welcoming, community-focused environment where meals are shared with dignity.
- Participate in staff training, meetings, and community events as required.
- Support cross-departmental collaboration, contribute with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities.
- Other duties as assigned.

**Qualifications:**

- 2-3 years demonstrated experience as a Cook in a commercial or community kitchen
- Must have valid Food Handler Certification
- Hands-on experience applying food safety standards and practices in a communal food service environment, including providing appropriate direction to co-workers and staff.
- Ability to use common kitchen equipment and appliances safely
- Demonstrated experience with menu planning, food ordering and integrating donated food items with purchased items are definite assets
- Ability to work in a physically demanding environment (standing, lifting up to 40 lbs, reaching, bending)
- Commitment to quality and ability to check that all food items are safe and appropriate for consumption.
- Strong communication skills (oral and written) in English.
- Knowledge of community life in Southwest Scarborough is an asset.
- A clear Criminal Reference Check is a condition of employment.
- Must be legally entitled to work in Canada.

**Compensation and Hours of Work:**

- **Employment Type:** Part-Time/Casual
- **Hours:** Up to 30 hours per week; Fridays between 7 AM and 3 PM and other hours as needed (evenings and weekends as needed)
- **Hourly Rate:** \$22.58
- **Work Locations:** 74 Firvalley Court, 40 Teesdale Place, and others as needed in Southwest Scarborough

**Application Instructions:**

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage applications from Black and racialized people, Indigenous peoples, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

Warden Woods Community Centre is a unionized workplace, and employees are represented by CUPE Local 5218; this is a bargaining unit position.

**A criminal background check is required prior to commencing.**

To apply, please send your resume and cover letter via email to [careers@wardenwoods.com](mailto:careers@wardenwoods.com) with "Cook" in the subject line, no later than **April 30, 2026**.