



Canadian Mental  
Health Association  
Kenora  
*Mental health for all*

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

Reporting to the Executive Director 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

***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 Executive director

- 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](http://www.cmhak.on.ca)**

**Please submit resume by February 8<sup>th</sup>, 2023,  
attention to: Hiring Committee  
Canadian Mental Health Association, Kenora Branch  
227 Second Street South, 2<sup>nd</sup> Floor  
Kenora, Ontario P9N 1G1  
Email: [office@cmhak.on.ca](mailto:office@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.