

Brentwood Recovery Home

JOB DESCRIPTION

JOB TITLE: Cook (Part-time)

DATE PREPARED: March 31, 2026

DEPARTMENT: Kitchen

POSTING NUMBER: 06-2026

REPORTS TO: Kitchen Supervisor

GENERAL SUMMARY

Working in collaboration with the Kitchen Supervisor to assist in the preparation of high-quality foods in an efficient, sanitary, and consistent manner, the successful candidate will prepare daily meals for clients and special events as well as maintain safe and sanitary practices in all areas.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:

- Demonstrating and exemplifying Brentwood's mission, vision, and values in day-to-day work
- Acting with the highest standard of professionalism with clients, volunteers, alumni, community partners, and colleagues.
- Working in a manner that respects the privacy and confidentiality of clients
- Working in a manner that complies with Brentwood's policies and procedures
- Adherence to all relevant Health and Safety guidelines.
- Contributing to Brentwood's work by participating in committees and agency events.

POSITION RESPONSIBILITIES AND DUTIES:

- Ability to multi-task in a commercial kitchen environment.
- Participate in all food production areas of the kitchen with emphasis on teamwork and professional, positive communication with staff, volunteers and clients.
- Install safety and sanitation habits in all staff and volunteers in compliance with Health and Safety Procedures.
- Maintain a high level of quality and continually work to improve quality of all dishes served.
- Organizational skills and basic understanding of working within a budget to limit food costs by determining portion size.
- Minimize waste by accurately anticipating the amount of perishable supplies needed and purchasing food supplies in appropriate quantities.

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

- Upkeep of all equipment pertaining to the line area. Report any malfunctions immediately to Kitchen Supervisor.
- Other responsibilities as assigned

QUALIFICATIONS

Education:

Completion of Safe Food Handler training certification.

Completion of an apprenticeship under a professional chef.

Experience:

Experience in a commercial or industrial kitchen environment.

Knowledge & Skills:

- Ability to perform well under pressure and work quickly and efficiently
- Keenness to follow instruction and prepare ingredients according to the instruction
- The ability to keep track of kitchen inventory
- Knowledge of cooking techniques and methods
- Knowledge of knife handling
- Understanding of health and safety regulations regarding food preparation and storage
- Demonstrates the ability to work in a multidisciplinary team
- Effective oral and written communication skills

Interaction:

Maintain a positive and professional approach with coworkers and staff.

Compensation and Schedule

- Hourly Wage Position
- Working hours and shifts may vary per week.
- Hours may also include weekends shifts for special events and outings.
- Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment

Starting pay range is \$17.75- \$18.49 hourly, based on the successful applicants qualifications and experience.

How to Apply

Resume may be submitted directly online or by email to Brentwood HR at rrobinet@brentwoodrecovery.com. Posting is open until end of business on April 15th, 2026. Only candidates selected for interviews will be contacted.

Please mark in the subject line “Posting # 06-2026”

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