



ST. AUGUSTINE'S SEMINARY

## **Employment Opportunity**

<b>Position Title:</b>	<b>Cook</b>
<b>Department:</b>	Food Services
<b>Job Type:</b>	In-person; Regular Full-Time (35-40 hours per week)
<b>Supervisor:</b>	Head Chef
<b>Number of Employees Supervised:</b>	N/A
<b>Pay Range:</b>	\$24 - \$27 per hour

### **Overview:**

St. Augustine's Seminary is continuing its search for a skilled and motivated Cook to enhance our kitchen team after the previous effort did not lead to a hiring. Passion for food and hospitality, a commitment to excellence, and desire to learn and grow are essential assets for this position. The Food Services team delivers high quality meals for resident seminarians (approx. 40-50), priests (10-15), staff (10-15), and guests at the Main Campus in Scarborough. Under the direct supervision of the Head Chef and the direction of the Manager, Food Services, the Cook will prep ingredients, make meals, and ensure that safety & cleanliness standards are met.

### **Responsibilities**

- Prepare meals of excellent quality as per menu and serve in a timely manner
- Organize and prep any mise-en-place for the next day or upcoming functions and gatherings for up to 150 people
- Prepare and serve refreshments for group meetings and events
- Ensure food is properly stored and rotated, prepared food is kept at correct temperatures, and the food supply is sufficient for the next day
- Respond to emergencies (shortage of staff, equipment breakdown), anticipate problems and plan measures to minimize them.
- Check and sign for receiving goods
- Clean and sanitize kitchen equipment & workstations, including dishes
- Communicate through supervisor deficiencies or discrepancies including but not limited to equipment, repairs, shortages
- Receive feedback and make improvements where necessary
- Other duties as assigned by the manager or supervisor on duty

### **Experience and General Requirements:**

- Certificate of formal training in cook position, or a minimum of two year experience in large quantity cooking
- Adept in working in a professional-grade kitchen with commercial equipment
- Experience using various ingredients, cooking methods, and techniques
- Excellent communication and organizational skills
- Certified by an Ontario Food Handler Program within the last 5 years
- Strong knowledge of proper food handling and sanitation standards
- Light lifting will be required
- Ability to withstand long hours of standing, bending, and moving around
- Respond to emergencies (shortage of staff, equipment breakdown), anticipate problems and plan measures to minimize them.
- Check and sign for receiving goods.
- Flexible with work hours, including evenings and weekends
- Comfort and adaptability to working with and for priests and seminarians
- Ability to maintain confidentiality and perform duties in a detailed, conscientious and professional manner in keeping with a church environment
- A criminal background check will be required of the successful applicant.

### **Benefits**

- Three weeks of vacation & 12 paid sick days per calendar year
- Defined Benefit pension plan after 3 months with a 1%, 2%, or 5% contribution match
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long-Term Disability and Employee Financial Assistance Program)

### **About St. Augustine's Seminary**

St. Augustine's Seminary of Toronto is the Major Seminary of the Roman Catholic Archdiocese of Toronto. Its primary mission is the formation of candidates for ordained priesthood in the Catholic Church. The Seminary is also mandated to form men and women aspiring to other ministries in the Church.

The Seminary's mission is undertaken in the context of committed ecumenical engagement as a founding member of the Toronto School of Theology, affiliated with the University of Toronto.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to **Abraham George, Director of Operations** at **abraham.george@utoronto.ca**.

Deadline for receipt of applications is **July 11, 2025**.

We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), St. Augustine's Seminary of Toronto and the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*