

Dufferin Oaks is a not-for-profit Long-Term Care Home owned and operated by the County of Dufferin under standards established by the Ministry of Health and Long-Term Care. The home is a three-story facility centrally located in the County of Dufferin in the Town of Shelburne. 160 residents call Dufferin Oaks home, living in private, semi-private and standard rooms. Dufferin Oaks provides accommodation, meals, supportive services, socialization and a full range of nursing care services for persons who, for various reasons, cannot live independently in the community. We are currently recruiting for caring and compassionate:

Temporary Part Time Cook – 6 months

Job ID: C62-26 Temporary Part Time Cook

Location: 151 Centre Street Shelburne, ON

Job Type: Unionized Part Time

Deadline to Apply: 4:30 p.m. on August 5th, 2026

Vacancy Type: Current Opening – 1 vacancy

Reporting to the Nutrition Manager, the Cook is responsible for preparing, cooking and storing of food for residents, visitors and community program clients and staff. The Cook also supervises and instructs all employees involved in food preparation and service.

What we can offer YOU!

- A competitive hourly wage ranging between \$29.98-\$33.24;
- An opportunity to enroll in the Ontario Municipal Employees Retirement System (OMERS) pension plan
- Work in a collaborative, dynamic, and high performing team

What you'll do

- Responsible for the daily preparation of food in accordance with all applicable Acts and Regulations.
- Performs dietary tasks, which include all aspects of food production, preparation and meal service and delivery.
- Provides information to assist in the development of Residents' nutritional care plans.
- Responsible for cleanliness and overall sanitation of kitchen and work area.
- Performs other duties as assigned

What you'll bring

- Completion of secondary school diploma or General Education Development (GED)
- Must have Certificate of Qualification in the trade of Cook or Institutional Cook that was issued by the Director of Apprenticeship or through an accredited college or, a post-secondary diploma in food and nutrition management.
- Possession of a Food Handler's Certificate
- Previous cooking experience in an institutional, healthcare, restaurant or large-volume food service environment is preferred.
- Experience in long-term care, therapeutic diets and texture-modified foods is an asset
- Must have good working relationships with dietary staff members, residents, other staff, volunteers and visitors.
- Must have passion and motivation and team player
- Good supervision and leadership abilities and qualities.
- Physically and mentally able to operate basic kitchen equipment, lift heavy trays and stand for long period of time
- Must provide a clear criminal reference check including the vulnerable sector screening
- Must provide an up-to-date TB Two-Step Tuberculin Skin testing result (Mantoux Test)



Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:
hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

