



JOB DESCRIPTION

Position Title: Housekeeper/Cook

Program/Division/Department	Shelter
Reports to:	Shelter Supervisor
Version Date:	September 2026

Position summary:

The Housekeeper/Cook is responsible for the preparation, storage, handling and service of nutritious meals in accordance with the Canada Food Guide and applicable Health Canada and public health food safety standards. Reporting to the Shelter Supervisor, the housekeeper/cook is responsible for maintaining a clean safe and culturally respectful kitchen and living environment that supports the wellbeing of clients, staff and visitors.

This role is essential to promoting health, safety and wellness within the organization while respecting Inuit values, culture and community practices.

Key Responsibilities:

Food Preparation and Nutrition

- Plan, prepare and serve balanced, nutritious meals in alignment with the Canada Food Guide and organizational dietary guidelines.
- Incorporate culturally appropriate and traditional foods when available and appropriate.
- Accommodate dietary restrictions, allergies and special nutritional needs as required.
- Ensure portion control and meal presentation meet organizational standards.

Food Safety and Handling

- Safely handle, store, label and prepare food in compliance with Health Canada, territorial/provincial public health regulations and organizational policies.
- Monitor food temperatures, storage conditions and expiry dates to prevent foodborne illness.
- Maintain accurate records related to food safety, cleaning schedules and inventory as required.
- Follow proper procedures for cleaning, sanitizing and maintaining kitchen equipment and food preparation areas.

Housekeeping and Facility Cleanliness

- Maintain cleanliness and sanitation of kitchen, dining and assigned living or program areas.
- Perform routine cleaning duties, including dishwashing, laundry, waste disposal and general housekeeping tasks.
- Ensure cleaning products and equipment are used safely and stored properly.

Inventory and Supplies

- Monitor food, cleaning and household supply levels.
- Assist with ordering, receiving and storing supplies according to organizational procedures.



- Minimize food waste and support cost-effective use of resources.

Health, Safety and Professional Conduct

- Adhere to workplace health and safety policies at all times.
- Maintain confidentiality and demonstrate respect, professionalism and cultural sensitivity in all interactions.
- Work collaboratively with staff, volunteers and community members to support program goals.

Community Engagement and Program Participation

- Participate in community outreach, engagement activities, workshops, and special events.
- Assist with planning and implementation of community-based initiatives related to housing, wellness, and homelessness prevention.
- Represent IAM at meetings, forums, and events as requested.

Administration and Reporting

- Complete monthly reports, statistics, and program documentation required by funders and IAM.
- Participate in program evaluation, data collection, and reporting activities.
- Maintain confidentiality and ensure compliance with organizational policies and funding requirements.

Organizational Support

- Provide support to other IAM programs and organizational activities when requested by management.
- Perform other related duties consistent with the position and organizational objectives.

Confidentiality and Professional Conduct

- Maintain strict confidentiality regarding client, organizational, and program information.
- Adhere to Inuit Qaujimajatuqangit (IQ) principles, IAM policies, workplace standards, and professional ethics.

Qualifications:

- Experience in food preparation and/or housekeeping in a commercial, institutional or community setting.

An equivalent combination of education, training, lived experience, and cultural knowledge will be considered.

Knowledge, Skills and Abilities

- Knowledge of safe food handling practices and sanitation standards.
- Ability to follow written and verbal instructions.



- Physical ability to perform duties such as standing for extended periods, lifting supplies and performing cleaning tasks.
- Strong attention to detail and cleanliness.
- Time management and organizational skills.
- Ability to work independently and as part of a team.

Assets

- Food Safety Certificate (or willingness to obtain)
- Experience working for a nonprofit, community-based or Indigenous organization.
- Knowledge of Inuit culture, traditional foods and community values.
- First Aid/CPR certification.
- Fluency in Inuktitut considered a strong asset.

Required Certifications & Clearances

- Valid First Aid and CPR certification (or willingness to obtain)
- Criminal Record Check with Vulnerable Sector Search
- Child Abuse Registry Check

Languages

- Fluency in English is required.
- Fluency in Inuktitut is an asset.
- Fluency in French is an asset.

Working Conditions

- Full time position based in Manitoba within the organization's primary location.
- Work may involve early mornings, evenings, weekends or holidays as required.
- Position involves physical activity including lifting, bending, standing and repetitive tasks.