

JOB POSTING 2024-24

Internal & External

Position: Cook

Status: Part time

Work Sites: Programs & Services

Shifts: Wednesday, Thursday, Friday

Wage/Salary: Grid Level 10 Wage \$25.95

Posting Date: April 12, 2024

Closing Date: April 19, 2024

This position is open to all staff and evaluated in accordance with the Collective Agreement. Qualified internal candidates shall be considered and interviewed prior to external candidates.

Squamish Helping Hands is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities, and persons with disabilities.

This position requires membership in the Union.

JOB DESCRIPTION:

Under the direction of the Chef & Community Food Services Manager, the Cook will prepare and serve meals and assist in operating the eating and cooking facilities.

To be successful in this role, this individual should show a:

- Demonstrated ability to be open-minded and non-judgmental.
- Demonstrated ability to work clean and efficiently.
- Demonstrated ability to understand and maintain client/worker boundaries.
- Demonstrated ability to work effectively with other people.

TASKS AND RESPONSIBILITIES

- Prepares, cooks, and serves meals with care and attention, in accordance with safety and health standards, and the menu plan.



- Able to think creatively with food and create soul satisfying meals for our community.
- Assist in the day-to-day operation of the Under One Roof Community Kitchen.
- Assists with food programs at the Food Hub, which may include the School Lunch Program, Food Hamper Program, Food Market, in-house meal service, food rescue.
- Performs a variety of duties related to food distribution.
- Performs a variety of duties related to donations of food.
- Keeps the Kitchen and Food Pantry area clean, tidy, and safe- including sweeping, mopping, cleaning surfaces, and ensures the cleanliness and maintenance of kitchen equipment.
- Builds positive relationships with staff and volunteers.
- Assists volunteers and coworkers in supporting the food needs of participants.
- Participates as a team member, follows employee guidelines, policies and procedures, and communicates effectively with clients, volunteers, and staff.
- Attending meetings and required training.
- Maintains confidentiality of clients, volunteers, and staff.
- Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Diploma in a related human/social service field.
- 2-3 years recent related experience.
- 1-year supervisory experience.
- Experience working with people with extensive barriers preferred.
- Experience working collaboratively with volunteers and co-workers.
- First Aid Certificate.
- Strong interpersonal skills.
- Effective communication and computer skills.
- Conflict Resolution Skills.

Interested individuals should apply by providing a **resume and cover** letter to SHHS Human Resources quoting the **Posting No. & position in the subject line**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

For more information on the various focus areas please contact info@shhs.ca and we will send you a more detailed job description.

Note that Squamish Helping Hands workplace currently falls under a Provincial Health Order that requires workers to be fully vaccinated for COVID-19.