



Job Posting: 2025 – 02

Internal & External

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| Position: | Cook |
| Status: | Regular part-time |
| Work Site: | Under One Roof |
| Department: | Community Foods Service Department |
| Hours: | 16 hours per week |
| Shifts: | Friday 08:00 AM - 04:00 PM Saturday 08:00 AM - 04:00 PM or: Friday 10:30 AM - 06:30 PM Saturday 10:30 AM - 06:30 PM |
| Grid level: | Grid Level 10, Step 1 |
| Wage: | \$ 25.95/hour |
| Posting Date: | January 24, 2025 |
| Closing Date: | Open until position is filled |

Be part of our inspiring mission-driven team at Squamish Helping Hands Society.

We are a registered charity operating in the Sea to Sky region, based in Squamish. We believe in being part of a community where everyone matters, and where housing and access to food are human rights.

Ultimately, we want to create “a safe and healthy community for all”. We feel we can only do that by meeting people where they are and helping them to create capacity building plans for themselves leading them to where they want to go. We are a community where we believe that everyone has something to contribute, and that consequences help inform our choices.



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

Squamish Helping Hands Society 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.

Interested individuals should apply by providing a **resume and cover letter** to SHHS Management Team at hr@shhs.ca quoting the **Posting No. "2025 – 02" and the Position "Cook"**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

JOB SUMMARY:

As a Cook with Squamish Helping Hands Society, you prepare and serve meals, and assist in the operation of the eating and cooking facilities.

DUTIES & RESPONSIBILITIES:

1. Preparing, cooking, and serving meals with care and attention, in accordance with safety and health standards, and the menu plan.
2. Ability to think creatively with food, and create soul satisfying meals for our community.
3. Assisting in day-to-day operation of the Under1Roof Community Kitchen.
4. Assisting with food programs at the Food Hub, which may include the School Lunch Program, Food Hamper Program, Food Market, in-house meal service and food rescue.
5. Performing a variety of duties related to food distribution.
6. Performing a variety of duties related to donations of food.
7. Keeping the Kitchen and Food Pantry area clean, tidy, and safe - including sweeping, mopping, cleaning surfaces, and ensuring the cleanliness and maintenance of kitchen equipment.
8. Building positive relationships with staff and volunteers.
9. Assisting volunteers and coworkers in supporting the food needs of participants.
10. Participating as a team member, following employee guidelines, policies and procedures and communicating effectively with clients, volunteers, and staff.
11. Attending meetings and required training.
12. Maintaining confidentiality of clients, volunteers, and staff.
13. Performing other related duties as assigned.



SKILLS AND ABILITIES:

- 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 others.

EDUCATION, TRAINING AND EXPERIENCE:

- 2+ years experience working as a line or production cook.
- Grade 10, plus graduation from a program in institutional cooking, or an equivalent combination of education, training and experience.
- Experience working with people with barriers preferred.
- Experience working collaboratively with staff and volunteers.
- Experience with food recovery and repurposing preferred.
- First Aid Certificate.
- Food Safe Certificate.

WORKING WITH US YOU CAN ENJOY:

- An amazing, friendly and emotionally intelligent team.
- A great community.
- Free meals on site.
- Casual dress policy.
- A wonderful new facility.