

POSTING

COOK

Permanent Part Time (14 hours per week)
Weekends

Hyland House Newton

Hyland House Newton provides emergency shelter for 45 men and women. Applicants who enjoy cooking and helping out in their community are encouraged to apply.

KEY DUTIES AND RESPONSIBILITIES

- Plan menu in consultation with program staff and within specified budget
- Prepare balanced meals (lunch and dinner) for approximately 45 people

QUALIFICATIONS

Education, Training, and Experience

- Food Safe certification is required.

Job Skills and Abilities:

- Ability to cook for a large group.
- Good food preparation, budgeting and shopping skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Demonstrate proficiency in written, oral and interpersonal communication skills.
- Non judgmental, respectful, positive, supportive and empowering attitude.
- Interact with residents in a caring and supportive manner.
- Ability to work under stressful situations.
- Community kitchen experience is an asset
- No relevant criminal record.
- Be willing and able to work flexible shifts.

* An eligibility list will be maintained for up to 6 months

CLOSING DATE:

Resumes will be reviewed starting October 16, 2020
but the posting will remain open until filled and will
close without notice.

PLEASE APPLY TO:

Andrea Dodd, Program Manager
Options Community Services Society

Email : andrea.dodd@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the
posting number #A21653 and outlining your
qualifications and related experience for the position.