

We're Hiring!

**Posting:
A21703**

Cook
(Weekends, Permanent Part-time, 14 hours per week)

Hyland House Newton

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

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:

The successful candidate must have:

- 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.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Posted: 12/22/2020

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

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

CLOSING DATE: Resumes will be reviewed starting December 29, 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 [#21703] and the shift you are applying for. Additionally, please outline your qualifications and related experience for the position.

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