

We're Hiring!

**Posting:
A21712**

Cook
Temporary Part-Time
(14 hours per week until July, 2021)

Bill Reid Place

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.

Weekends 11:30 am - 6:30 pm

Bill Reid Place is a safe, emergency shelter available to people (19+ years old) who are currently homeless or at-risk of becoming homeless. The shelters provide support and assistance with:

- Improving life skills
- Finding employment
- Finding housing
- Managing your home
- Integrating into the community
- Budgeting

This is a temporary part-time position until July 2021 or until the return of the incumbent, depending on operational needs, the position may be shortened or extended. We endeavor to provide you with sufficient notice per the *BC Employment Standards Act*. 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

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

Posted: 01/05/2021

QUALIFICATIONS

Education, Training, and Experience

- Food Safe Certification is required.

Knowledge 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.

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. Eligible applicants may be offered a casual position.

CLOSING DATE: January 30, 2021.

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 [#21712]. Additionally, please outline your qualifications and related experience for the position.

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