



Job Title: Cook and Program Assistant; Food Programs

Summary: Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. Kiwassa's commitment to healthy, sustainable food for all and dignified food security strategies is central to many of our programs. We are seeking a full-time cook and program assistant for our Food Programs.

About you: You have both passion and skill for creating delicious snacks and meals suitable for young pre-school children, hungry after school students, seniors, and more. You are comfortable working in a community setting where everyone from diverse walks of life are welcome. Your years of cooking experience are complimented by your love of teaching others what you know about recipes, nutrition, and tricks in the kitchen. Your organizational skills to track deliveries, food orders and invoicing help keep the food team on track!

#### Key Responsibilities

- Prepare nutritious meals and snacks for our various children's programs, weekly seniors' lunch, as well as other events and functions.
- Work cooperatively with the Food Program Coordinator to adapt snacks or meals as necessary to meet the program participants changing dietary needs.
- Able to follow recipes while also comfortable to prepare common dishes based on changing and available produce and pantry items
- Conduct accurate inventory of items needed for menu preparation. Maintain inventory of kitchen equipment and tools and ensure their upkeep.
- Place and receive food orders, including food rescue and donations.
- Able to work independently to complete the above tasks as well as part of a team to orient, train, direct, supervise, and evaluate program volunteers and staff.
- Aware of up to date food and health standards and ensure they are maintained in regards to food preparation and storage.
- Maintain clean work area compliant with Food Safe requirements and model appropriate food safe practices for volunteers and ensure they are adhered to in the kitchen.
- Collaborate in running food related workshops and demonstrations, community food markets, and other special events.
- Ability to organize tasks and prioritize duties so that deadlines are met and work is completed in the available time.
- Assist with Kiwassa Neighbourhood House activities and perform other related duties as required.

#### Skills, Experience and Qualifications

- Completed apprenticeship in Professional Cooks program preferred, or equivalent experience.
- Food Safe Level 2 preferred, Level 1 accepted.
- Minimum 2 years' experience in food handling, including preparation of food, menu planning, and inventory control.

- Valid First Aid and WHIMS are an asset
- Demonstrated ability to work in a team, strong interpersonal, organizational, leadership, and communication skills
- Experience working with a diversity of community members (at-risk families, new immigrants, Indigenous populations, children and/or seniors, volunteers).
- Understanding of local food security issues.
- Familiar / comfortable preparing dishes from various cultures.
- Ability to speak a second language an asset.
- Clear criminal record check.

COMPENSATION: This is a full-time position for 35 hours a week that pays \$20/hour + excellent benefits package

To be considered for this position, please email your resume and cover letter by **5 p.m. Friday, October 11, 2019** to [careers@kiwassa.ca](mailto:careers@kiwassa.ca) **ATTENTION: Cook and Program Assistant; Food Programs**

We thank all applicants for their interest. However, only short-listed applicants will be contacted.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkʷəy̍əm (Musqueam) Nations.

[www.kiwassa.ca](http://www.kiwassa.ca)