

JOB POSTING

Job Title: Cook	Status: Temp Full Time until Sept 2025
Program: Rosewood, Surrey	Start Date :
Hours: 30hrs/Week	Hourly Rate: \$24.25
Schedule: Sunday – Tuesday, 8:00am-6pm	Posting #: 24-041
	Closing Date: May 12, 2024

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting for a Temporary Full Time, Cook for Rosewood program. Located in Surrey, Rosewood is a 40-room shelter for women and their children. Shelter Support Workers provide awake around the clock support and management of the day-to-day operations of communal living by providing assistance and support to make plans to address their immediate crisis needs and housing plans. Staff provide women with service navigation and community linkages to address their identified needs.

KEY RESPONSIBILITIES:

- Manages and operates commercial-quality kitchen maintaining cleanliness, safety, and organization per licensing regulations.
- Plans menus, orders and/or purchases food stock and prepares nutritious meals. Serves 2 meals daily on working days and arranges for other meals to be served or provided on a self-serve basis.
- Develops, implements, and manages food safety plans pertaining to the receiving, storage, preparation, and service of food.
- Maintains necessary documentation and stock reports. Ensures that all required documentation is accurate and complete.
- Monitors the operation of the kitchen equipment and logs all maintenance.
- Keeps kitchen and eating area clean and stocked with supplies (ie/ cutlery, dishes, napkins, etc.). Ensures a sanitation plan is in place and followed.
- Promotes resident involvement in the kitchen where appropriate.
- Maintains the kitchen in compliance with public health standards for commercial kitchens.
- Orients and trains Residential Support Workers on their roles in the preparation and service of food.
- Performs other related duties as required.

QUALIFICATIONS:

- Completion of Grade 12 and Food Safe. Certificate in Institutional Cooking from recognized culinary arts school or equivalent experience.

- Demonstrated ability to manage and operate a commercial-standard kitchen safely, effectively and within budget.
- Understanding of women's issues and experience working with marginalized populations
- Ability to communicate effectively orally and in writing.
- Ability to organize work and carry out the duties of the position with independence.
- Ability to deal effectively with others.

MANDATORY JOB REQUIREMENTS:

- Food Safe Level 1.
- Standard First Aid with CPR-C.
- Evidence of COVID-19 vaccination status.
- Evidence of a Tuberculosis Test and compliance with the TB Control Program.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Valid driver's license (Class 5) with satisfactory driving record, an asset.

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to [hiring@elizabethfry.com](mailto: hiring@elizabethfry.com) by no later than May 12, 2024, with the subject line Cook 24-041.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.