



October 31, 2023.

**Internal/External Job Posting #CH03-23-01
Community Cook - Amlat'si Family Drop in
Part-Time, Permanent**

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview

The Amlat'si Program is an Indigenous focused drop in program for parents, grandparents and caregivers of families with children from birth to 6 years of age (and their extended family), emphasizing inclusion and support of Indigenous families through cultural teachings, developmentally and culturally appropriate activities for Indigenous families with young children and meal sharing. The program runs early evening on Tuesdays.

The community cook is responsible, with guidance from the Program Coordinator and with volunteers and parent participants, for preparing the evening meal which serves 20-30 people each week. The dinner is a key part of the Amlat'si Program where parents learn about nutrition and gain cooking skills while supporting each other making new connections and friendships.

JOB RESPONSIBILITIES

- Plan weekly, nutritional meals for 20-30 participants of all ages
- Shop for meal ingredients while managing a budget
- Utilize food donations efficiently and within appropriate health guidelines
- Supervise volunteers
- Prepare and serve meals during program time according to health and safety policies and procedures
- Clean and maintain kitchen and equipment

SKILLS AND ABILITIES

- Knowledgeable in nutrition, food handling and preparation, menu planning and food service
- Strong interpersonal, organizational, leadership, communication and conflict resolution skills
- Experience working in a diverse intercultural community with families facing multiple barriers
- Ability to create appealing and nutritious meals on a limited budget
- Able to recruit, supervise and motivate volunteers some who may need support
- Food Safe Certificate
- First Aid Certificate an asset

JOB DETAILS

- **Salary:** \$18.69-20.10 per hour
- **Schedule:** 5 hours per week, Tuesdays, 3:30 pm – 8:30 pm
- **Location:** 5288 Joyce St, Vancouver, BC

- **Expected start date:** November 2023
- This position is covered by a Collective Agreement with CUPE Local 1936

APPLICATION PROCESS

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

PLEASE SUBMIT RESUME AND COVER LETTER TO:

Alison Merton

Early Years Director

Collingwood Neighbourhood House

5288 Joyce Street, Vancouver BC, V5R 6C9

Email: amerton@cnh.bc.ca

Please quote reference #CH03-23-01

CLOSING DATE: November 15th 2023

**We thank all applicants for their interest, however only shortlisted candidates will be contacted.
No phone calls please.**