



June 4, 2019

Job Posting #: 3-2019-SS

INTERNAL AND EXTERNAL JOB POSTING

NELSON CARES SOCIETY

STEPPING STONES EMERGENCY SHELTER PROGRAM

POSITION: COOK AND MENU PLANNER

Stepping Stones is the only emergency shelter in the West Kootenay, serving an area from Kaslo to Creston, Nelson to Trail. Housing up to 17 people in five bunk-style bedrooms, with a stay of up to 30 days. It is a low barrier, drug-and-alcohol free, safe environment.

Reporting to the Front-Line Supervisor, this position works to ensure that the shelter meal plan is followed and the pantry, freezer and other food storage are adequately stocked, maintained and organized to allow for maximum staff and resident comfort and safety. The menu coordinator is responsible for shopping approximately twice each week. This is a benefitted permanent full-time position and requires union membership.

Duties and Responsibilities:

- In collaboration with the Front-Line Supervisor, monitors daily menu and food operations of the shelter.
- Ensures the cleanliness, safety of the kitchen and food storage areas according to health and safety standards.
- Develops a breakfast, lunch and dinner menu plan in accordance with accepted nutritional guidelines such as Canada's Food Guide for Healthy Eating and the individual dietary needs of the residents.
- Ensures that the food and menu policy and procedures information are organized and accessible, an adequate supply of appropriate forms, menu notes and recipes are maintained according to policy.
- Prepares meals, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan.
- Oversees the operation, cleanliness and maintenance of the eating, cooking facilities and equipment.
- Reviews the meal preparation needs of the organization. Purchases equipment to meet those needs within the approved budget limits. Maintains an inventory of all related equipment.
- Maintains the food and supplies inventory and ordering. Responsible for shopping and delivery of food to the shelter ensuring an adequate supply of food at all times. Ensures that purchases are within approved budget limits.
- Ensures staff office is well-organized and functional in the kitchen and food storage.
- Maintains good communication with staff.
- Must have access to a reliable vehicle, carry appropriate insurance as per policy, and use the vehicle for the purpose of grocery shopping.
- Performs other related duties as required.

Job Skills and Knowledge:

- Experience in planning and preparing meals.
- Knowledge of Food Safe requirements.
- Ability to use intervention processes that are sensitive to age, income, gender, racial, and ethnic cultural issues.
- Strong problem-solving skills.
- Demonstrated ability to work under pressure, to work independently with minimal direction, to take initiative, to organize, prioritize and meet deadlines.
- Ability to establish rapport with residents.
- Demonstrated ability to establish/maintain satisfactory work relationships with the public, coworkers and other agency staff.
- Experience/willingness to learn how to work with individuals who have a disability and/or substance use and/or mental health issue.
- Ability to communicate effectively verbally and in writing.
- Demonstrated ability and competency in computer literacy.
- Ability to carry out the physical and mental demands of the position.

Education, Training and Experience:

A minimum of grade 12 is required. Post-secondary certificate in food services is preferred or the equivalent experience and education is preferred.

A minimum of 6 months experience working with homeless or at risk of homeless populations or an equivalent combination of education, training and experience. Understanding and working knowledge of working with vulnerable populations including those with disabilities; substance and mental health issues is highly recommended.

Specific Qualifications:

1. Valid B.C. Driver's License
2. Valid Emergency First Aid/C.P.R.
3. Reliable personal vehicle available for work that is properly insured
4. Current TB skin test
5. Food Safe Certificate
6. Satisfactory Criminal Record Check
7. Valid Mandt Training Certification (to be trained once hired)
8. WHMIS 2015 Training

Start Date: As soon as possible

Hours: 32 hours Tuesday-Friday / Shopping: Wednesday 3 hours & Saturday 3 hours

Compensation: Wages are paid in accordance with the current Collective Agreement Wage Grid dated April 1, 2019. Starting wage is \$19.06/hour (Grid Level 9 Step 1).

Application Deadline: On or before June 12, 2019 4 pm

Please e-mail a cover letter and current resume with three references to:

Marjie Hills
Program Manager – Stepping Stones Emergency Shelter
Email: marjie@nelsoncares.ca

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications. This position is open to all male and female applicants.