



April 1, 2024

Job Posting #: 01_2024_KS

INTERNAL AND EXTERNAL JOB POSTING NELSON CARES SOCIETY - KOOTENAY SENIORS PROGRAM

POSITION: SOCIAL MEALS FACILITATOR

TEMPORARY PART TIME POSITION (16 HOURS PER WEEK)

CONTRACT ENDS MARCH 31, 2025 WITH POSSIBLE EXTENSION CONTINGENT ON FUNDING

LOCATION: NELSON, BC

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment support services, and environmental stewardship. The Kootenay Seniors Program is one of its programs that provides information, resources, and services for seniors.

Job Summary: This position is part of the Kootenay Seniors Program team and will be mainly responsible for planning, implementing, and preparing social meals for seniors. The goal of this program is to provide seniors with a meal and social interaction.

Duties and Responsibilities:

1. In collaboration with the Kootenay Seniors staff, creates menus and shopping lists.
2. Ensures the cleanliness and safety of the kitchen and meal preparation according to health and safety standards.
3. Registers participants.
4. Oversees volunteer recruitment, training, and supervision.
5. Ensures kitchen is well organized and functional.
6. Maintains good communication with staff and participants.
7. Must have access to a reliable vehicle, carry appropriate insurance as per policy, and use the vehicle for the purpose of working from multiple locations.
8. Promotes the program through social media, postering, and coordinating with other senior organizations.
9. Develops collaborative relationships with community and health services organizations.
10. Ensures that the program follows relevant Nelson CARES/HR policies and procedures.
11. Collects project statistics and client data as required.
12. Performs other related duties as assigned by the Manager.

Qualifications:

Education, Training, and Experience:

1. Understanding and knowledge of working with seniors including those with disabilities. Additional training to be provided.
2. A passion for cooking and an eagerness to share related knowledge.

Specific Qualifications:

1. Valid B.C. Driver's License
2. Reliable & properly insured personal vehicle available for work purposes
3. Food Safe Certificate training (to be provided)
4. Required Criminal Record Check
5. WHIMIS Training (to be provided)

Job Skills and Abilities:

1. Experience planning and preparing meals.
2. Knowledge of Food Safe requirements.
3. Superior verbal and written communication skills.
4. Respectful, clear, and helpful telephone and greeting manner.
5. Excellent computer skills with proficiency with a diverse range of software programs.
6. Experience working with seniors; demonstrated comfort level communicating with seniors in a respectful and effective manner.

Start Date: As soon as possible
Days & Hours of Work: Flexible
Remuneration: \$25.95/hr (*This position is non-benefited*)
Application Deadline: Open until filled.

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

Human Resources Manager

Email: recruitment@nelsoncares.ca

(Please quote position and job posting number on subject line)

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.