



June 6, 2025

Job Postings: #8 & #9_2025_NSI

INTERNAL AND EXTERNAL JOB POSTING NELSON CARES SOCIETY – AFFORDABLE HOUSING PROGRAM

POSITION: COOK AND MENU PLANNER

(2 POSITIONS TO BE FILLED - SEE BELOW FOR DETAILS)

LOCATION: NORTH SHORE INN, 687 HIGHWAY 3A, NELSON, BC

In an effort to address the homelessness situation in the community, BC Housing purchased the North Shore Inn in 2022 for use as supportive housing and contracted Nelson CARES Society to look after its' operation. North Shore Inn is part of Nelson CARES Society's Affordable Housing Program and will provide housing and support services to 28 individuals who are at risk of homelessness. This location currently has temporary modular housing units while renovations are being completed in the main building. Following BC Housing's Supportive Housing Program Framework, the Cook and Menu Planner positions will work alongside Housing Support Workers in providing North Shore Inn individuals gain greater self-reliance and achieve personal goals.

Job Summary: The Cook and Menu Planner works to ensure that the North Shore Inn meal plan is followed, food is prepared for 30+ individuals, food storage areas are well-stocked and well-maintained to allow for maximum staff and tenant comfort and safety. This position is responsible for food orders once or twice per week. This position requires union membership.

Duties and Responsibilities:

- In collaboration with the Supportive Housing Manager, monitors daily menu and food operations at the North Shore Inn.
- Ensures the cleanliness, safety, organization of the kitchen and food storage areas according to health and safety standards.
- Develops a 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.
- Prepares meals for 30+ people, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan.
- Maintains the food and other supplies inventory and ordering of food ensuring an adequate supply of food at all times. Ensures that purchases are within approved budget limits.
- Maintains good communication with staff.
- Performs other related duties as required or assigned by the Program Manager.

Job Skills and Abilities:

- Experience 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 individuals being served.
- 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.

Qualifications:

- A minimum of grade 12 is required.
- A minimum of 6 months experience working with populations experiencing homelessness or at risk of homelessness or an equivalent combination of education, training, and experience.
- Understanding and knowledge of working with vulnerable populations including those with disabilities, substance use issues, and mental health issues is highly recommended.

Specific Qualifications:

- Valid WorkSafe BC Basic First Aid (*formerly known as Emergency First Aid with CPR A Certificate*)
- FOOD SAFE Level 2 Certificate
- Criminal Record Check (*submitted by NCARES upon hiring*)
- WHMIS 2015 Training*
- Bullying and Harassment Training*
- Naloxone Training*
- Non-violent Crisis Intervention Training Certification*

**Training provided by Nelson CARES*

Please quote Job Posting #	Position Type	Number of Hours	Days/Hours of Work	Start Date	Benefited Position*
08_2025_NSI	Permanent Full-Time	32 hours/week	Wednesday to Saturday 11 am – 7 pm	June 23 rd , 2025	Yes
09_2025_NSI	Casual	On Call	11 am – 7 pm shifts	ASAP	No

**Benefits begin after successful completion of 3-month probationary period*

Remuneration : \$25.55/hour (Grid Level 9, Step 1)

Application Deadline : Open until filled

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

NSI Manager

Email: nsimanager@nelsoncares.ca

(Please indicate position and job posting number on the 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.*