



Wellness Society
KAMLOOPS / MERRITT / PENTICTON

Streets → Homes → Health → Employment

General Cook, Mission Flats (Kamloops)

Reports To:	Head Cook (Mission Flats)
Term:	Permanent Full-Time
Hours:	Wednesday through Sunday 10:30am to 6:30pm with ½ hour paid break.
Wage Range:	\$17.00 to \$20.00 commensurate with experience.
Vacation:	Permanent Full-Time/Temporary Full-Time (over three months) who work more than 30 hours per week are eligible for three weeks paid vacation in the first year and they may be taken after a successful probationary period. In the second year, this entitlement increases to four weeks. In the fifth year, the entitlement increases to five weeks. Each year after five years the entitlement is five weeks plus one day for every subsequent year to a maximum of six weeks. <i>Unless otherwise negotiated.</i> Permanent Part-Time/Temporary Part-Time employees (22.5 hours per week and over on contracts more than three months) vacation entitlements accrue each payroll according to <i>Employment Standards Act BC (as amended)</i> . Casual/On-Call/Permanent Part-Time/Temporary Part-Time employees (under 22.5 hours per week or on contracts less than three months) vacation entitlements are paid out each payroll according to <i>Employment Standards Act BC (as amended)</i> .
Benefits:	Permanent Full-Time employees are eligible for full health benefits (minimum 30 hours per week). Temporary Full-Time employees for a term longer than three months are eligible for full health benefits (minimum 30 hours per week). These hours can be fulfilled through a variety of permanent positions. Part-Time Employees are eligible to take part in our Health Care Spending Account which provides a tax-free partial reimbursement for eligible healthcare expenses up to the bi-annual maximum for Permanent Part-Time, Temporary Part-Time and Caretakers through a third-party administrator. Permanent Full-Time and Permanent Part-Time employees have access to the Wellness Plan benefit. All employees have access to two paid culturally sensitive days, Annual Retreats, Training, and ASK Staff Social Events.

Who is the ASK Wellness Society? The ASK Wellness Society is a not-for-profit organization that supports individuals within the BC Region with opportunities and the resources to change their current situation. It is about reaching out to those people who are homeless and battling addictions, helping them find housing and medical care, addressing their addictions, stabilizing mental health issues and, ultimately, providing them with the skills to re-enter the work force. The ASK Wellness Society administers an unconditional sense of hope to those who are convinced they are incapable of ever achieving a stable and meaningful life.

Purpose and Function: Work alongside the Head Chef of Mission Flats Supportive Housing at an excellent level while maintaining and abiding by all standards, policies and/or procedures set forth by the ASK Wellness Society and any applicable government agencies. In partnership with the Head Chef manage daily kitchen activities, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking. Service delivery is based on a client centered, non-judgmental perspective.

Specific Responsibilities

- Prepare and cook large quantities of food for 50+ clients;
- Lead meal prep and service and supervise kitchen team in Head Chef absence;
- Provide guidance to junior kitchen staff members and life skills workers with respect to food preparation, service and cleaning;
- Oversee and organize kitchen stock and ingredients;
- Ensures a first-in, first-out food rotation system and verify all food products are properly dated and organized for quality assurance;
- Keep cooking stations stocked, especially before and during prime operation hours;
- Alongside Head Chef, hire and train new kitchen employees to kitchen standards;
- Assist the Head Chef with managing food and product ordering by keeping detailed records and minimizing waste, plus works with existing systems to improve waste reduction and manage budgetary concerns;
- Work with head chef to maintain kitchen organization, staff ability, and training opportunities;
- Verify food storage units all meet standards and are consistently well-managed;
- Assists Head Chef with menu creation;
- Evaluate food products to ensure that quality standards are consistently attained;

- Regularly monitor and inspect kitchen equipment, report any problems or inconsistencies to the Head Chef and make recommendations for repair or procurement;
- Ensure high standards of hygiene, cleanliness and safety are maintained throughout all kitchen areas at all times;
- Ensure compliance with all ASK supportive standards, policies, and procedures.

Administrative Responsibilities:

- When requested, assist Head Chef with reviewing invoices from suppliers for accuracy and updating computer files related to food service annually and as needed (food inventories, signage and labels, recipe books);
- Maintain complete documentation, statistics, and records in files and on ShareVision database;
- Assist team with required verbal and written reports, case notes, letters, memoranda, and year end reports;
- Maintain files and documentation to the COA Standard;
- When requested, be a member of the COA's Performance and Quality Improvement team in which you will encourage the organization to use data to identify areas of needed improvement and implement improvement plans in support of achieving performance targets, program goals, client satisfaction, and positive client outcomes.

Qualifications and Suitability:

- Minimum of two years prep/cooking experience an asset;
- Red Seal certification or formal culinary training is considered an asset;
- Advanced knowledge of food hygiene and safe kitchen practices including the use of commercial equipment and tools;
- Knowledge of HACCP (Hazard Analysis Critical Control Points) an asset;
- Strong organizational and time management skills;
- Must pass criminal record check and reference screening;
- Level 1 First Aid and WHMIS required;
- Must be capable of heavy lifting and moving stock (up to 30 lbs.);
- Food Safe Level 1 required;
- Must pass criminal record check for vulnerable sector and reference screening;
- Level 1 First Aid required;
- In-house Violence Prevention, Cultural Awareness Training, and 2sLGBTQ+ Training provided;
- As clients are allowed to have pets, it is noted that this is a pet friendly environment.

The ASK Wellness Society is dedicated to promoting diversity/multiculturalism with inclusion as one of our Core Values. We are fully focused on equality and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Closing Date: This position will remain open until the successful candidate is found.

Send cover letter and resume to: Careers@askwellness.ca

Please Reference Position: Mission Flats Cook

Attention: Human Resources

Note: This description may be amended at any time in response to operational and funding requirements and may include other duties not outlined here.