

# POSTING

## COOK

Permanent Part-time (14 hours per week)

### Bill Reid Place

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Bill Reid Place provides emergency shelter and transitional housing for 28 men and women. Applicants who enjoy cooking and helping out in their community are encouraged to apply.

#### KEY DUTIES AND RESPONSIBILITIES

- Plan menu in consultation with program staff and within specified budget
- Prepare balanced meals (lunch and dinner) for approximately 30 people

#### QUALIFICATIONS

##### Education, Training, and Experience

- Food Safe certification is required.

##### Job Skills and Abilities:

- Ability to cook for a large group.
- Good food preparation, budgeting and shopping skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Demonstrate proficiency in written, oral and interpersonal communication skills.
- Non judgmental, respectful, positive, supportive and empowering attitude.
- Interact with residents in a caring and supportive manner.
- Ability to work under stressful situations.
- Community kitchen experience is an asset
- No relevant criminal record.
- Be willing and able to work flexible shifts.

\* An eligibility list will be maintained for up to 6 months

#### CLOSING DATE:

Resumes will be reviewed starting January 3, 2018, but the posting will remain opened until filled.

#### PLEASE APPLY TO:

Lara Isakson, Program Manager  
Options Community Services Society  
Email : [lara.isakson@options.bc.ca](mailto:lara.isakson@options.bc.ca)

Please include a cover letter clearly indicating the posting number #A21016 and outlining your qualifications and related experience for the position.

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**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 12/01/2017

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