



### Job Summary

**Department:**  
Sheway

**Hourly Pay:**  
\$21.59/hour

**Deadline:**  
This posting shall remain open until the position is filled.

**Submit your resume to:**

[dana.clifford@vch.ca](mailto:dana.clifford@vch.ca)

### Cook – Full-Time

Working within the context of a client and family centered care, culturally focused model and the vision/values of the Vancouver Aboriginal Health Society, Sheway program. The Cook is responsible for meal planning, quantity cooking, budgeting, maintaining supplies and supervision of kitchen assistant staff trainees. The individual will have experience working in an environment which requires time management, organization, and adapting to the Sheway philosophy and program component ensuring we meet the individual and group needs of children and their families. This position will report to the Sheway Coordinator.

### Examples of Duties and Responsibilities

- Maintain clean food preparation areas, cooking surfaces, washing pots, pans, dishes, utensils in accordance with provincial health regulation guidelines.
- Prepare and serve daily meal for clients who attend Sheway. Ensure quality of food and portion control.
- Maintain health and safety standards within a commercial kitchen work area and immediately report unsafe situations by notifying supervisor or other appropriate personnel.
- Provide meal preparation training and oversight to participants in kitchen assistant trainee program.
- Prepare weekly/monthly meal plan that meets the nutritional needs of pregnant and parenting women/people and their families. The use of both the Aboriginal and Canada Food Guide is recommended. Can order the appropriate amount of food to support the weekly meal plan.
- Rotate stock and restock supplies.
- Take delivery of food/supplies and properly store it.
- Ability to follow and adapt recipes to meet the needs of the program.
- Provide meal preparation training and oversight to participants in kitchen assistant trainee program.
- Engages in Sheway team planning, development, evaluation and quality improvement activities that facilitate goal setting, problem solving, conflict resolution and collaboration by attending staff meetings with a view to maintaining quality, effective client/family centered practices.
- Performs other related duties as assigned.

### In addition, the employee will have:

- Minimum Grade 10 completion
- Minimum Level 1 Food Safe Certification
- Working knowledge of issues affecting families in the Downtown Eastside
- Knowledge of and experience with Indigenous cultures and traditions
- Good written and oral communication skills.
- Is able to engage clients in services from a culturally safe, nonjudgmental, harm reduction, trauma informed and client centered model.