



# POSTING

## Cook

Permanent Part-Time (14 hours per week) - 2 Positions  
Weekends

### Bill Reid Place & Hyland House Newton Shelter

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Bill Reid Place and Hyland House Newton shelters provide emergency shelter and transitional housing for 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. [Eligible applicants may be offered a casual position]

**CLOSING DATE:** MARCH 30, 2018

**PLEASE APPLY TO:** Bruce Strom, Assistant Program Manager  
Options Community Services Society

13520 - 78 Avenue  
Surrey, BC V3W 8J6

Fax #: (604) 572-7413

Email: [bruce.strom@options.bc.ca](mailto:bruce.strom@options.bc.ca)

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21078] 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: 03/23/18

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