



**February 28, 2024**

**Internal/External Job Posting - #CH09-24-01**

**Collingwood Neighbourhood House Children's Lunch Program  
Program Manager, Casual/on call**

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

**Department overview:**

The Early Years department at CNH promotes and delivers quality of care and age appropriate services and programs to children and families in the Renfrew Collingwood Community. We value rewarding partnerships with the families and children we serve. We believe that every child has the right to play and learn in a safe and nurturing environment and that parents should be able to access affordable, high quality, publicly funded, community delivered services that meet the needs of the family.

**Job Overview**

The successful candidate will be able to:

- Prepare daily lunches for up to 140 children ages 12 months to 5 years old
- Deliver lunches using the CNH Van safely and on time to participating childcare centres
- Organize menus of high quality in consultation with Children's Lunch Program Manager and the Child Care Operations Manager.
- Purchase and Control inventory
- Ensure allergies and food sensitivities are adhered to
- Follow guidelines to ensure safe work environment and safe food handling standards are adhered to
- Supervise volunteers
- Participate in ongoing professional development

**Skills & Qualifications**

- Must be 19 years of age and eligible to work in Canada
- Knowledge in nutrition, food handling and preparation, menu planning and food service for children.
- Current First Aid certificate required
- Class 5 Driver's License required
- Red Seal Certification or equivalent culinary school training an asset
- Must possess Safe Food Handling certificate minimum Level 1
- Minimum 5 years' experience in a kitchen position
- Knowledge of kitchen operating procedures, equipment and food handling
- Strong interpersonal, organizational, leadership and communication skills
- Criminal Record Check Clearance Letter
- Ability to work within a multicultural/intercultural environment
- Must be fully vaccinated against COVID 19

### **Application Process**

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. Equality of opportunity and diversity of our organization is important to us. We do not discriminate on the basis of race, religion, colour, ethnicity, gender, sexual orientation, age, marital status, or disability.

### **Job Details**

- **Salary:** \$22.23 per hour (subject to improvement)
- **Schedule:** On call as required.
- **Start date:** ASAP
- **Location:** Collingwood Neighbourhood House Annex. (**3690 Vanness Ave Vancouver, BC V5R 6C9**)
- *This is a unionized position, covered by a Collective Agreement with CUPE Local 1936.*

### **PLEASE SUBMIT RESUME & COVER LETTER TO:**

**Diana Taykandy**

**Child Care Coordinator, Operations**

Collingwood Neighbourhood House

5288 Joyce Street Vancouver, BC V5R 6C9

Email: dtaykandy@cnh.bc.ca

**Please quote reference # CH09-24-01**

**CLOSING DATE: Open until filled**

### **APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED**

*We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.  
No phone calls please.*