



Job Posting: 2025 – 08

Internal & External

Position:	Kitchen Coordinator
Status:	Regular Part-time
Work Site:	Under One Roof
Department:	Community Foods Service Department
Hours:	24 hours per week
Shifts:	Thursday 08:00 AM – 04:00 PM or 10:30 AM – 06:30 PM Friday 08:00 AM – 04:00 PM or 10:30 AM – 06:30 PM Saturday 08:00 AM – 04:00 PM or 10:30 AM – 06:30 PM
Grid level:	Grid Level 12, Step 1
Wage:	\$ 29.17
Posting Date:	February 7, 2025
Start Date:	March 1, 2025
Closing Date:	Open until position is filled

Be part of our inspiring mission-driven team at Squamish Helping Hands Society.

We are a registered charity operating in the Sea to Sky region, based in Squamish. We believe in being part of a community where everyone matters, and where housing and access to food are human rights.

Ultimately, we want to create “a safe and healthy community for all”. We feel we can only do that by meeting people where they are and helping them to create capacity building plans for themselves leading them to where they want to go. We are a community where we believe that everyone has something to contribute, and that consequences help inform our choices.

This position is open internally to all staff and externally. Hiring will be evaluated in accordance with the Collective Agreement. Qualified internal candidates shall be considered and interviewed prior to external candidates.



Squamish Helping Hands Society is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities, and persons with disabilities.

This position requires membership in the Union.

Interested individuals should apply by providing a **resume and cover letter** to SHHS Management Team at hr@shhs.ca quoting the **Posting No. "2025 – 08" and the Position "Kitchen Coordinator"**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

BACKGROUND:

Under One Roof is a community hub that aims to build a sense of Wellness, Community, and Purpose for people in Squamish. It's more than just supportive housing, it's a community food hub, a volunteer hub, a wellness hub and a central access point for supports and services.

Squamish Helping Hands Society operates a collaborative, low-waste food hub in an inclusive, socially just and caring environment. Activities are intended for the bounty and good of all. The food hub is a place where people, food and partners are valued:

- Food is recovered, repurposed and shared.
- People are engaged and encouraged to build personal capacity and independence.
- Partnerships are based on trust, open communication and reciprocity.

JOB DESCRIPTION:

Oversees the day-to-day activities of the community kitchen program by ensuring that the necessary facilities, and equipment are in place, program guidelines and policies are adhered to, and program and safety standards are met.

TASKS & RESPONSIBILITIES:

- Preparing, cooking, and serving meals with care and attention, in accordance with safety and health standards, and the menu plan.
- Collaborating with supervisor in menu planning, prep-lists, ordering, utilizing resources from Food Rescue.
- Orienting, training, monitoring, and providing support to program staff and volunteers with tasks required for daily kitchen operations.
- Ability to think creatively with food and create soul satisfying meals for our community.



- Leading the execution of food programs at the Food Hub, School Lunch Program, Community meal service, Meals On Wheels and food rescue and other day-to-day operations in the kitchen.
- Keeping the Kitchen and Food Pantry area clean, tidy, and safe - including sweeping, mopping, cleaning surfaces, and ensuring the cleanliness and maintenance of kitchen equipment.
- Building positive relationships with staff and volunteers.
- Participating as a team member, following employee guidelines, policies and procedures and communicating effectively with participants, volunteers, and staff.
- Communicating with supervisors, volunteers, other community service providers to coordinate, improve and expand upon our existing food programs.
- Attending meetings and required training.
- Contributing to a positive, supportive and rewarding participant-focused program aimed at improving mental and physical wellbeing.
- Recording and maintaining stats and data that reflect the program's markers of success.
- Maintaining confidentiality of participants, volunteers and staff.
- Performing other related duties as assigned.

SKILLS AND ABILITIES:

- Demonstrated ability to work independently and within a team environment.
- Demonstrated ability to use judgment and solve problems.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated physical / mental ability to perform the duties of the job (This job involves physical activities such as bending and lifting).
- Demonstrated ability to operate related equipment.
- Demonstrated ability to maintain positive relationships with community donors.
- Demonstrated suitability to work with challenging behaviours in a dynamic environment.
- Demonstrated ability to be open-minded and non-judgmental.
- Demonstrated ability to organize work.
- Demonstrated ability to take direction from others.
- Demonstrated ability to understand and maintain client / worker boundaries.
- Demonstrated ability to work with others effectively.

EDUCATION, TRAINING AND EXPERIENCE:

- 2 years' experience working in a commercial kitchen setting, including 1 year in a supervisory role.
- Experience with ordering and menu planning.
- Experience working collaboratively with volunteers.
- First Aid Certificate.



- Food Safe Certificate.
- Advanced Overdose Training.

An equivalent combination of education, training and experience may be considered.

WORKING WITH US YOU CAN ENJOY:

- An amazing, friendly, and emotionally intelligent team.
- A great community – Squamish is for the adventurous.
- Free meals on site.
- Casual dress policy.
- A wonderful new facility