



Residential Services Cook
Penticton
AT SHELTER FACILITY - Kitchen Cook
Regular Part Time 12 hours per week

(H.S.A. POSITION)

Who We Are:

South Okanagan Women in Need Society (SOWINS) is a dynamic non-profit charity that has been providing support and shelter to women and their children who have experienced or are at risk of abuse since 1981.

With more than 30 years of history and experience in providing high quality programs, resources and services to women in need, SOWINS has developed a respected, high profile reputation in the community with individuals, businesses and organizations, and has well developed relationships with local, regional and provincial agencies within the non-profit women's services sector.

SOWINS strives to be innovative, pro-active and compassionate while working within an organizational culture that is feminist, trauma-informed and respectful. We actively and consistently seek opportunities to expand our programs and our effectiveness in addressing the complex issues of violence and abuse.

What We Do:

Our goal is to assist and empower those who have experienced violence and abuse in their recognition, understanding and recovery from the effects. Our programs and services provide safety, healing and guidance for individuals to make changes at their own manageable pace. Each year we assist over 1,000 people with safety, shelter and support.

Our Needs:

SOWINS operates a Residential Shelter for women and their children at risk of violence and abuse. It is anticipated that the 19 suite Shelter may house up to 35 individuals at a time, including women, youth and children; however, these numbers will fluctuate on a daily basis. SOWINS is looking for a part-time Cook to develop meal plans, shop, prepare meals and oversee the operation of the eating and cooking facilities. Anyone providing services must illustrate compassionate and nonjudgmental attitude towards women, youth and children who have experienced abuse or are at risk of abuse.

Activities

1. Develop menu plans in accordance with accepted nutritional guidelines such as Canada's Food Guide for Healthy Eating and the individual dietary needs of clients.
2. Prepare, cook and serve dinners, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan 7 days a week.
3. Create lists of food preparation tasks for others to carry out.

4. Ensure that adequate nutritious food is available for client self-serve breakfast, lunch, school lunches for children, snacks and weekend meals. Provide menu plans and recipe suggestions for self-serve meals and snacks.
5. Clean and disinfect kitchen, dining areas, dishes and equipment, and ensure that equipment is maintained.
6. Review the meal preparation needs of SOWINS. Identify required equipment to meet those needs. Maintain an inventory of all kitchen equipment and cooking small wares.
7. Purchase and order food items necessary. Ensure that purchases are within approved budget limits. Maintain an inventory of food and other related items.
8. Ensure that food items are stored and handled safely as per BC FoodSafe standards.

This position requires:

- The ability to provide services in a respectful, empathetic and client-centred manner while maintaining appropriate personal and professional boundaries and understanding the need for complete client confidentiality
- The ability to work independently and in a self-directing manner, as well as the ability to work in a cooperative and collaborative manner with other residential services staff and with residents
- The ability to maintain necessary records and documentation and to engage in the evaluation of the program and services.
- The ability to make purchases within a budget and inventory control skills.
- Valid BC Drivers License and good driving record.
- Valid Emergency First Aid Community Care certificate or equivalent.
- Food Safe Certificate
- The physical ability to do general kitchen chores and cleaning.
- Grade 10 plus graduation from a program in institutional or residential quantity cooking and one year recent related experience in an industrial or institutional kitchen.
Or an equivalent combination of education, training and experience.
- Wage rate per Grid Level 9 General Services Collective Agreement (starting at \$17.79).

HOW TO APPLY: If you would like to learn more about this unique opportunity with SOWINS, please contact Kimberley Woodward, Human Resources Advisor by phone 1(250) 462-2617 or via email at HRA@sowins.com.

To apply for the Residential Services Cook for Transition House position, please forward your resume, and cover letter to HRA@sowins.com.

All qualified candidates are encouraged to apply. However, only those candidates selected for interviews will be contacted.

CLOSING DATE: The posting will remain open until the position is filled and will close without notice.



JOB DESCRIPTION COOK

TYPE: FACILITIES SUPPORT
PROGRAM: RESIDENTIAL SERVICES (TH, Second Stage)
FACILITY: HUGHES HOUSE
RESPONSIBLE TO: PROGRAM MANAGER, RESIDENTIAL SERVICES

General Description:

The Cook provides Residential Services clients with prepared dinners, and ensures that adequate nutritious food is available for client self-serve breakfast, lunch, school lunches, snacks and weekend meals. Provides menu plans and recipe suggestions for self-serve meals and snacks. Maintains the kitchen inventory including food and supplies. Maintains the cleanliness of the kitchen and dining area.

General Duties

1. Develop menu plans in accordance with accepted nutritional guidelines such as Canada's Food Guide for Healthy Eating and the individual dietary needs of the clients.
2. Prepare, cook and serve dinners, including those for special dietary needs and special occasions, in accordance with safety and health standards and the menu plan 7 days a week.
3. Ensure that adequate nutritious food is available for client self-serve breakfast, lunch, school lunches for children, snacks and weekend meals. Provide menu plans and recipe suggestions for self-serve meals and snacks.
4. Interact with residents and staff, providing information in the area of food safety, nutrition, meal planning, cooking techniques, etc.
5. Clean and disinfect kitchen, dining areas, dishes and equipment, and ensure that equipment is maintained.
6. Review the meal preparation needs of SOWINS. Identify required equipment to meet those needs. Maintain an inventory of kitchen equipment.
7. Ensure that food items are stored and handled safely as per BC FoodSafe standards.
8. Purchase and/or order food items necessary. Ensure that purchases are within approved budget limits. Maintain an inventory of food and other related items.
9. Provide input into development of short and long term goals and plans for food services for the residential services of SOWINS.

Position Requirements

This position requires:

- The ability to provide services in a respectful, empathetic and client-centred manner while maintaining appropriate personal and professional boundaries
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- The ability to maintain necessary records and documentation and to engage in the evaluation of the program and services.
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