



## YMCA of Greater Vancouver Employment Opportunity

**Date Posted:** July 28, 2017

**Position Title:** Kitchen Assistant

**Location:** Bob & Kay Ackles YMCA Nanook House: Vancouver, BC

**Hourly Rate:** \$13.53

**Terms:** Permanent, Part-Time: 5 hours per week

**Shift:** Wednesdays from 2:00 – 7:00pm

**Ideal Start Date:** September 6, 2017

**Reports To:** Early Years Manager/Supervisor Child Care

### **Situation:**

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal and social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behaviour—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health, fitness & aquatics, child care, camping, employment & community services to over 120,000 participants annually.

Located in the heart of East Vancouver's Mount Pleasant neighbourhood, the Bob & Kay Ackles YMCA Nanook House is a vibrant community-serving centre that offers a supporting, caring haven for children & parents. Designed with a community-centred approach to helping vulnerable children & families, Nanook House provides both much needed quality community programs, as well as links to community services and resources. Complete with a community room & fully functional kitchen, Nanook House offers valuable community programs to the Mount Pleasant neighbourhood.

**Nature & Scope:** Under the direction of the Supervisor, the Kitchen Assistant is responsible for assisting in the preparation of a weekly nutritional meal while helping to maintain a well-organized and sanitary kitchen area.

### **Major Responsibilities:**

- To adhere to all Food Safe guidelines and criteria.
- To assist in preparing meals for weekly family dinner and/or other special functions for a large group based on nutritional standards set by the Canada Food Guide taking into account and ensuring allergy/cultural and other dietary restrictions are followed.
- To meet all health and food preparation standards as per Vancouver Coastal Health.
- To report unsafe conditions, incidents, accidents or other relevant issues to the Manager.
- Responsible for cleaning eating areas, kitchen area and kitchen equipment by following proper cleaning procedures and ensuring the highest level of cleaning standards are maintained.
- To establish and maintain positive communication with staff, volunteers, children and parents.
- To maintain confidentiality of all information related to the centre, children, families, staff and volunteers.
- To maintain regular attendance, punctuality and to be appropriately dressed and well groomed.

**Requirements:**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date.
- Three Professional References
- Current Standard First Aid and CPR-C & AED certificate
- Food Safe certificate required
- 1 - 2 years' experience in food service preferably cooking for large groups including experience in proper food handling and preparation and dietary restrictions.
- Ability to follow oral and written instructions and work independently and as part of a team
- Experience working with children and/or adults in vulnerable communities is an asset

**Competencies:**

*Commitment to Organization and Values:* Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

*Communication:* Ability to speak, write, listen and secure information in a variety of settings.

*Team Work:* The ability to work effectively with others to achieve optimal collective results.

*Service Orientation:* Deliberately identifies needs and wants of members/participants as priority, and creates opportunities to enhance each and every person's YMCA experience.

*Outcomes Oriented:* Ability to lead, manage, and achieve identified goals.

**Application Process:**

Internal applicants, please inform your Supervisor prior to application.

Please apply using the below link:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=131420&lang=en\\_CA&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=131420&lang=en_CA&source=CC3)

Application Deadline: August 10, 2017

*Thank you for your interest and application.*

*Due to the high volume of applications received, only short-listed candidates will be contacted.*



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