

Permanent Full-Time Kitchen Cook **Internal/ External Posting – KT#18-003**

The Downtown Eastside Women's Centre is a drop-in Centre offering a wide variety of services to a diverse community of women and children living in the Downtown Eastside of Vancouver.

The successful candidate must work from a feminist analysis and within a strong anti-oppression framework.

Primary Responsibilities:

The Kitchen Cook is primarily responsible for providing a nutritious meal within a busy and chaotic drop-in centre and/or emergency night shelter including meal planning and preparation, serving, cleaning and maintenance, customer service skills, stock taking and ordering. She will participate in supporting a relevant training program for Centre Volunteers in all aspects of the kitchen.

Reporting directly to the Kitchen Services Manager, she will integrate a community-based approach into the DEWC as the primary principle to guide this position with the goal of engaging centre volunteers in the functioning and responsibility of the kitchen

Food Service Delivery: Ensures the provision of the food program within the Drop-In and/or Shelter. Works with centre volunteers in all aspects of the Kitchen including in the planning, preparation, and serving of up to 350 meals per day.

Volunteer Program Support: Supports the community volunteers in their functions. Responsible for communicating effectively and respectfully with volunteers and mediating conflicts as they occur.

Program Development: Works with the Kitchen Manager to develop and grow the food program at the DEWC with the goal of integrating a "health through nutrition" strategy.

Conflict Resolution/Crisis Management: Manages crisis between, within and among kitchen volunteers and members including by mentoring a variety of stress coping skills. Maintains a culture of 'people helping people help themselves'. Communicates effectively with women in crises and refer to appropriate in-centre staff.

In Centre Participation: Participates within the staff team such as attending staff meetings, staff development and training, special events, and hiring committees. Work collaboratively with in-centre staff. Ensures effective communication and team approach in the smooth operation of the DEWC.

Qualifications:

- ✓ Minimum 5 years related experience working with low-income women, at least 2 years in a women serving or inner city drop-in environment
- ✓ Food Safe level 1 required
- ✓ Experience working in a busy, chaotic, high turnover kitchen
- ✓ Must have understanding of "health through nutrition"
- ✓ Must have a strong working knowledge and analysis of the issues impacting women in the DTES, including violence against women, mental health, homelessness, and addictions
- ✓ Candidate must work from strong feminist analysis and within an anti-oppression framework
- ✓ Strong conflict resolution skills and practice
- ✓ Demonstrated crises intervention training and experience
- ✓ Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members
- ✓ Ability to work within a chaotic environment and with a diverse community of women
- ✓ A First Aid certificate is required
- ✓ Candidate must undergo a criminal record check
- ✓ Women with addiction issues, need to be at least 2 years clean and sober

Position Details:

- Start Date: ASAP/ Permanent Full-Time, 35 hours per week
- Union (BCGEU) – \$18.00 per hour increasing to \$22.00 at completion of probationary period.+ generous health and wellness, pension, and vacation benefits
- Location – DEWC Drop In Centre, 302 Columbia St., Vancouver
- Application Accepted Until: November 7, 2018 @ 5:00pm

Additional languages spoken an asset / Aboriginal Women and Women of Colour are Strongly Encouraged to Apply

Please submit resume and cover letter to the HR Administrator via e-mail, mail or fax to:

302 Columbia Street, Vancouver, BC, V6A 4J1
Fax: 604-681-8470 Email: humanresources@dewc.ca