



## **Kitchen Cook Job Description**

### **About DEWC**

The Downtown Eastside Women's Centre (DEWC) exists to support and empower women and children, living in extreme poverty in the Downtown Eastside of Vancouver, who are particularly vulnerable to violence, exploitation, injustice and injury. Through low barrier Drop-In Centers and Emergency Shelters, DEWC provides basic need services, programs, and specialized supports to over 700 women and children daily to help them survive the conditions that surround them.

### **Job Summary**

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

Reporting directly to the Kitchen Manager, she will work in collaboration with other DEWC staff to promote integrated services to women. She will work from a feminist perspective and within an anti-oppression framework.

### **Key Duties and Responsibilities:**

- Ensures the provision of the meal program within the Drop-In and/or Shelter including the planning, preparation, serving, cleaning, stock taking, and ordering
- Ensures maintenance and repair needs are reported to appropriate staff
- Supports community volunteers in all aspects of the kitchen including in the planning, preparation, and serving of meals.
- 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.
- Manages crisis between, within and among community volunteers and/or DEWC 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.
- Ensures effective communication and team approach in the smooth operation of the DEWC.
- Act as an ambassador for DEWC by representing and modelling DEWC mission and values
- Other related duties not specified that may be assigned from time to time

### **Required Qualifications:**

- At least 2 years related experience preferably within a non profit drop in or shelter environment
- Ability to lift 40 pounds
- Food Safe level 1 is 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 gender based violence, 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, volunteers, and center members
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate and NVCI is required
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober

Position reports to: Kitchen Services Manager

### **Organizational Status**

The Downtown Eastside Women’s Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəy̓əm*, *Skwxwú7mesh*, and *səlílwətaʔ*), to provide a safe, non-judgmental environment for women from all walks of life, who live and/or work in the Downtown Eastside. To achieve this goal, the Centre provides supportive surroundings with meals, counseling, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighbourhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty and extreme marginalization. Home to populations made vulnerable including those who are homeless, mentally ill, and/or with addictions, it is also a place known for its creativity, community activism, and tenacity in the face of tremendous stigma.

DEWC staff are called to enhance connections and collaboration and promote an atmosphere of safety in all aspects of their work. DEWC acknowledges that our work environment is directly impacted by all forms of oppression and the impact of colonialism where staff will be witness to women’s trauma and the consequences of injustice.