

# Job Posting

# #21.96 COOK

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

## Position Overview:

To work cooperatively and creatively in the preparation and serving of nutritious meals.

## Duties and Responsibilities:

- Prepares and serves food as required
- To administer policy and regulations in the kitchen/dining/nutrition bar in the absence of the Food Services Manager or Kitchen Supervisor
- To share in the maintenance and cleanliness of kitchen and kitchen equipment
- Ensures program delivery is consistent with Our Place vision.
- Is aware of critical incident report procedures and follows all health and safety policies and procedures
- To work cooperatively with other staff and volunteers.
- Performs other related duties as required

## Qualifications:

### ***Education, Experience and Abilities:***

- 2 years kitchen experience
- Experience working with volunteers is preferred
- Food Safe Certification
- Willing and able to work comfortably in a team approach to Service.
- Good interpersonal skills.

## Working Conditions

**Shifts:** Full Time – 37.5 hours per week. May be required to work weekends, evenings and holidays.

**Compensation:** \$20.52 to \$22.71 per hour.

**Benefits:** 3 weeks' vacation. Excellent full employer paid benefits after successful completion of 3 months of full-time employment.

**How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Friday, November 5, 2021 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “File #21.96 – Cook” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.