

Job Posting

#25.107 COOK

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position Overview:

To work cooperatively and creatively in the preparation and serving of nutritious meals by developing menu plans, preparing meals, and overseeing the operation of the eating and cooking facilities.

Duties and Responsibilities:

- Develops and prepares a breakfast, lunch, and dinner menu with direction from the Food Services Manager in accordance with accepted nutritional guidelines such as Canada's Food guide for Healthy Eating.
- Prepares, cooks, and serves meals and snacks, for all occasions in accordance with safety and health standards and the menu plan.
- Oversees the operation of the eating and cooking facilities and equipment and ensures their cleanliness and maintenance. Reviews the meal preparation needs of the organization.
- Advises Food Services Manager on inventory and supplies and makes recommendations for ordering of such.
- Supervises and provides leadership to volunteers in the absence of the Manager, Food Services, in providing direction in the sanitization of tables and plating and serving of food on the assembly line.
- Administers policy and regulations in the kitchen/dining/nutrition bar in the absence of the Manager, Food Services.
- Follows all health and safety policies and procedures.
- Works cooperatively with other staff.
- Performs other related duties as required.

Qualifications:

Education:

- Grade 12
- Post-Secondary Culinary Certificate
- Food Safe Certification Level 2

Training and Experience:

- 3 years' experience in a cooking role
- A minimum of 3 years of experience or an equivalent combination of education, training, and experience.

Skills and Abilities:

- Ability to follow and modify recipes for large quantities for up to 500 people per meal.
- Ability to work in a team environment.
- Ability to create meals from a variety of donated goods.
- Good interpersonal skills.
- Good communication skills both verbally and written.

Working Conditions:

Shifts: Full time, 37.5 hours per week, 10:30am to 6:30pm

Compensation: \$30.18 to \$33.49 per hour

Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position requires union membership.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Friday, September 12, 2025, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora, Victoria, B.C. V8V 3P6. Please quote "File #25.107 – 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.