



Canadian Mental  
Health Association  
Cowichan Valley



## EMPLOYMENT OPPORTUNITY

### Relief Cook

Warmland Shelter

Regular Part-Time

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#### POSITION SUMMARY

CMHA is looking for a Regular Part-Time relief Cook (weekends) at Warmland Shelter. Reporting to the Head Cook, the Relief Cook is responsible for prepping, cooking and serving food as well as other kitchen operations at Warmland Shelter, under the guidance and direction of the Head Cook.

#### QUALIFICATIONS

Qualifications include knowledge of various cooking methods and procedures; understanding food preparation techniques; basic knowledge of mathematics to make correct measurements of ingredients; or an equivalent combination of education, training, and experience.

#### POSITION DETAILS

This is a Regular Part-Time Union Position. Timings are 10:30am-6:30pm on weekends. The rate of pay is \$26.78 per hour (Pay Grid 19). The position offers attractive benefits package and (upon eligibility) Municipal Pension Plan. Successful candidate to start as soon as possible.

#### APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position via email to [careers.cowichan@cmha.bc.ca](mailto:careers.cowichan@cmha.bc.ca). Kindly specify the title of the position in your subject.

**Applications will be accepted until the position is filled.**

*Please note that proof of COVID-19 vaccination status (a valid BC Vaccine Card) and a successful clearance of a Criminal Record Check for vulnerable sector is a condition of employment with CMHA Cowichan Valley Branch.*

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement, please visit our website at [cmhacowichanvalley.com](http://cmhacowichanvalley.com).

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

## JOB DESCRIPTION

<b>Position Title:</b>	Relief Cook – Warmland Shelter
<b>Program Title:</b>	Warmland Shelter
<b>Date:</b>	March 2023

### ORGANIZATION OVERVIEW:

Providing services in the Cowichan Valley since 1992, Canadian Mental Health Association - Cowichan Valley Branch (CMHA-CVB) is a registered charity and not-for-profit, independent society operating under a branch division agreement with CMHA British Columbia and within the context of the nation-wide Strategic Plan of the Canadian Mental Health Association.

As part of a national organization and an advocate of mental health for all, CMHA-CVB facilitates access to resources people need to maintain and improve mental health and wellbeing, and to participate in community integration, build resilience, and support recovery from mental illness and/or substance use and addiction.

CMHA-CVB operates Warmland House Emergency Shelter, Transitional Housing Services, Sobering and Assessment Centre, Adult Outreach programs, a Youth Centre, Youth Connect, Bounce Back personal coaching, Family Capacity Program, Rainbows and a variety of other counselling/therapeutic programs for children, youth, and families.

CMHA-CVB also provides community education and advocacy aimed at the promotion of good mental health and in support of individuals and families with mental health challenges.

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement as attached.

### POSITION SUMMARY:

Reporting to the Head Cook, the Relief Cook is responsible for prepping, cooking and serving food as well as other kitchen operations at Warmland Shelter, under the guidance and direction of the Head Cook.

### RESPONSIBILITIES:

- Prepping and cooking food for meals and snacks as per the Head Cook's directions
- Making adjustments to accommodate clients with specific diet and health concerns
- Cleaning kitchen and dining room
- Ensuring cleanliness and order in the kitchen and dining area
- Monitoring food inventory, receiving stock and donations
- Being familiar with and ensure that the maintenance, cleanliness, and safety standards of Warmland are met and report any discrepancies to the Manager

- Performing other related duties as assigned by the Head Cook
- Keeping a positive relationship with all shelter staff and clients

### **REQUIRED COMPETENCIES and SKILLS:**

- Proven skills as a cook
- Proven ability and competency in a kitchen
- Up to date certifications and credentials in food health and safety training
- Excellent interpersonal skills, with the ability to build positive and collaborative working relationships with individuals and teams
- Ability to communicate effectively orally and in writing
- Demonstrated knowledge of cultural competency and anti-racist practices

### **QUALIFICATIONS:**

- Knowledge of various cooking methods and procedures
- Understanding food preparation techniques
- Able to withstand long hours of standing, bending, and moving around
- Basic knowledge of mathematics to make correct measurements of ingredients
- First aid and non-violent intervention training is an asset
- Experience working in a residential care facility is an asset
- Or an equivalent combination of education, training, and experience
- Strong communication skills, both written and verbal
- Successful clearance of a Criminal Record Check for vulnerable sector