

**JOB POSTING**

**Food Program Cook and Facilitator**

Marpole Neighbourhood House

*(Internal/External Posting)*

Marpole Neighbourhood House (MNH) is currently seeking an experienced **Food Program Cook/Facilitator** to lead the family meals program and facilitate healthy cooking workshops for Older Adults and families.

The **Food Program Cook/Facilitator** will play a vital role in supporting the family meal program, and special events as needed. The successful candidate will be responsible for preparing healthy, nutritious meals and supervising volunteers in the kitchen, ensuring that all food safety standards are strictly followed. In addition, this position will facilitate upcoming food workshops for older adults and support collaborations with other food security initiatives in Marpole.

**Duties and Responsibilities:**

- Plan monthly lunch menu, buy groceries, prepare and cook healthy meals for lunch program, and special events.
- Supervise kitchen volunteers, providing guidance, mentorship, and support as needed.
- Ensure all food is prepared following Food Safe standards, maintaining cleanliness, organization and hygiene in the kitchen.
- Monitor food supplies and ensure the efficient use of ingredients to minimize waste.
- Set up and clean up kitchen and dining areas before and after meals.
- Maintain punctuality and professionalism while working in a fast-paced environment.
- Plan and facilitate cooking workshops for older adults and families.
- Maintain a welcoming, inclusive environment for program partners, volunteers and participants alike.

**Qualifications and Requirements:**

- Valid Food Safe Level 1 Certificate.
- Must successfully complete a criminal record check prior to employment.
- Proven experience cooking for large groups or in a community setting.
- Ability to supervise and lead a team of volunteers.
- Strong organizational skills and attention to detail.
- Ability to adapt or change priorities according to the needs of the program and participants.
- Punctual, reliable, and able to manage costs and time effectively.
- A passion for preparing healthy meals and contributing to the well-being of the community.
- A driver's license and access to a vehicle or car-share network is required.

**Employment Terms:** This is a part-time position (8hrs/week). Some evenings and weekends may be required. Compensation: \$21.96/hour (based on skills and experience).

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflect our commitment to our staff and their families. Please note that a criminal record check must be successfully cleared.

**To Apply:** All qualified individuals are encouraged to apply, with subject line “Food Program Cook/Facilitator” position will be open until filled. Please email your cover letter and resume in confidence to: [linh.lam@marpolenh.org](mailto:linh.lam@marpolenh.org) Linh Lam, Program Director, Marpole Neighbourhood House.

To help us track our recruitment effort, please indicate in your cover letter where you found this post. We thank and acknowledge all applicants and will proactively contact those selected for interviews.

Marpole Neighbourhood House is located on the unceded, occupied, ancestral and traditional homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.