Mount Pleasant Neighbourhood House
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Internal/External Posting
Lead Cook/ On-Call Lead Cook – Part-Time
Posted Date: November 2025

Mount Pleasant Neighbourhood House (MPNH) is seeking a **Lead Cook and a Casual-On-Call Lead Cook.** This position supports Seniors, Family Programs, Food, and Core/Operations at Mount Pleasant Neighbourhood House.

The **Lead Cook** will be a key part of community meals at MPNH, assisting to provide food programs for seniors and the MPNH community as a whole. Reporting overall to the Director of Community Programs, this position works collaboratively with the food team, seniors team members, and a variety of community volunteers.

Please note that this is an active, in-person position in a busy community kitchen.

Duties and Responsibilities

- Lead a mostly volunteer team in a small commercial kitchen to prepare, cook, and plate multiple-course hot meals for a group of 40-60, weekly. Focus is on affordable, seasonal, easy to prepare, nutritious, seniors-friendly meals with variety. Seniors lunch takes place on Tuesdays during the day. Other days/times may be requested for other community meals.
- Lead a mostly volunteer team in a small commercial kitchen to prepare and package 100-120 nutritious frozen meals for seniors weekly. Cooking will take place during the day.
- Lead responsible for managing community volunteers while they are in a busy kitchen, maintaining safety of volunteers and food-safe standards.
- Lead responsible for ensuring cleaning and food storage meets licensing standards and that Food Safe standards are observed at all times.
- Lead responsible for ensuring timely service of food.
- Lead responsible for planning and managing rotation of meals for seniors lunch, seniors frozen meals, and once per month community lunch one month in advance, with approvals and input of other staff. Menus should be communicated one month in advance.
- Lead responsible for providing advance plans/guidance for emergency coverage (easy frozen meals to thaw, simple recipes, etc).

- Lead responsible for preparing shopping lists and orders in advance, in order to get the best prices and use community suppliers. Will work with other staff to create relationships with preferred/local suppliers.
- Co-responsible with other staff to utilize food bank and other “rescued” food and incorporate into recipe/cooking plans and storage plans in freezers and fridges.
- Co-responsible with other staff to ensure that there is an overall plan for proper inventory, labeling, and storage of frozen meals and perishable meal components.
- Co-responsible with other staff for friendly service of food in a community social meal program.
- Co-responsible with other staff for encouraging and utilizing skills of diverse kitchen volunteers, communication with volunteers.
- Co-responsible for maintaining a roster of successful meals (MPNH recipes file) for future reference
- Participate in all-staff mandatory trainings (mostly online through ANHBC). Hours are paid.
- Attend requested meetings to coordinate food work with other staff. Hours are paid.
- Other duties as assigned.

Qualifications

- Education and/or experience relevant to working with food and community food programs, leading a mostly volunteer team in a commercial kitchen to prepare and plate multiple-course hot meals for a group of 40-60.
- Education and/or experience relevant to working with food and community food programs, leading a mostly volunteer team in a commercial kitchen to prepare and package 100-120 nutritious frozen meals for seniors each week.
- Education and/or experience and/or motivation and willingness to learn about working with diverse food needs relevant to Mount Pleasant, including halal food, vegetarian/vegan food, food for seniors, and other cultural food needs.
- Current Food Safe certification prior to start date required.
- Clean criminal record check for working with vulnerable populations required.
- Ability to work well in a small team and support others in their work.
- Ability to communicate clearly, in both spoken and written (email) communication, as needed for work in a small team.
- Ability to handle challenges with flexibility and creativity and stay calm under pressure.
- Attention to detail and reliability.
- Excellent time management and prioritization skills
- Digital literacy and knowledge of microsoft suite of applications is an asset. Willingness to learn is also considered.
- Ability to understand and follow appropriate policies and procedures for risk management and risk identification in a kitchen context is required.
- Experience working with seniors and culturally diverse communities is an asset.
- The ability to speak a second language represented in Mount Pleasant community or knowledge of a cultural food common to Mount Pleasant is an asset.
- Valid class 5 driver’s license is an asset.
- First aid certification is an asset.

Competencies

1. **Act with accountability**

You hold yourself responsible for creating a socially just and inclusive workplace.

- Role models the ANHBC Values and Principles in actions and behaviours.
- Demonstrates awareness of ANHBC decolonizing efforts and participates in unlearning when required.
- Demonstrates awareness of ANHBC's commitments to social justice and movement-making.
- Reflects on personal experience, power, and privilege that may influence behaviours and actions.
- Demonstrates a willingness to learn about inclusive practices in the workplace.

2. **Lead with curiosity**

You approach situations with curiosity and an openness to learn or unlearn.

- Asks questions to understand others' experiences and perspectives.
- Listens and allows others time to speak.
- Seeks out information when something is new, unfamiliar, or uncomfortable.
- Invites and encourages others to speak up.
- Questions assumptions when forming judgments or opinions.
- Questions dominant views by considering different, potentially better ways of working.

3. **Demonstrate self-awareness**

You're aware of your emotions, actions, and behaviours and how you impact others.

- Confidently articulates their strengths and areas for improvement or learning.
- Pursues self-improvement and continuous professional development.
- Demonstrates approachability by being considerate of their body language and tone of voice.
- Manages and regulates their emotions to maintain a respectful workplace.
- Acknowledges feedback with a willingness to grow.
- Adjusts behaviours based on consideration of individual differences and situations.

4. **Build trusting relationships**

You build trusting relationships within your team, the ANHBC collective, and the community.

- Encourages open communication by welcoming perspectives that are different from their own.
- Follows through on their promises and responsibilities to others.
- Approaches difficult conversations with empathy for others' experiences.
- Looks for opportunities to leverage the strengths of others when collaborating on work.
- Share resources, information, and knowledge that will uplift others across the ANHBC collective.
- Expresses gratitude and appreciation for others when they help the team deliver results.

Compensation: T**his position will pay a range from $27-32 per hour, depending on experience. Through March 31, 2026, this position will average 17.5 hours per week**, with one day of cooking on Tuesday weekly, one day of cooking on Friday monthly, and other days for shopping, planning, admin and cooking frozen meals to be arranged, likely on Wednesday.

To apply: Individuals are encouraged to apply as soon as possible, with subject line **"LEAD COOK**" or "**ON-CALL LEAD COOK".** Please direct your cover letter and resume to **Dulcy Anderson, Director of Community Services at dulcy.anderson@mpnh.org.**

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. Only short-listed candidates will be contacted for an interview. No phone calls please.