

Seniors Lunch Coordinator

Would you enjoy leading a weekly cooking group? Are you eager to share your knowledge and make an impact in your community? Do you care about dignified food access for all? If you answered Yes, Gordon Neighbourhood House is looking for you!

Gordon Neighbourhood House began in 1942 as a place for residents in Vancouver's Downtown-West End to connect with neighbours. Today, we host dozens of programs, services and initiatives that respond to the needs and dreams of our neighbourhood.

For this role, we are looking for someone with broad kitchen experience to lead our Community Lunch programs for seniors in the West End. Key duties for this hands-on position include planning and coordinating weekly low-cost community lunches, developing, and leading groups for seniors and providing education on healthy eating. In this role, you will lead a team of volunteers and oversee menu planning, ingredient purchasing, preparation, cooking & serving a weekly community lunch and lead 2 participatory cooking groups for seniors. Following Food Safe protocols and ensuring our food programming is inclusive and accessible to all is a requirement for this position.

Key Duties:

- Plan and prepare healthy meals for community programs (Community Lunches, Cooking Groups, Special Events etc.)
- Plan and lead weekly cooking groups for seniors
- Support special events (neighbourhood BBQ, block parties, etc.)
- Develop low-cost, nutritious menus, and meal options that accommodate dietary restrictions
- Lead small team of kitchen volunteers
- Responsible for meeting and exceeding all Food Safe, cleanliness, and health/safety protocols in the kitchen
- Shop for meal ingredients and materials as required
- Complete program related records and documentation as required
- Other duties as required

Skills and Qualifications

- Food Safe Certificate
- One-year related experience or an equivalent combination of education, training and experience
- Knowledge of food security principles an asset
- Knowledge of older adult nutrition and healthy eating
- Knowledge of food across culture contexts an asset
- Respectful and patient of participants abilities due to health challenges
- Demonstrate discretion and confidentiality when interacting with vulnerable population
- Second language an asset
- Drivers Licence an asset
- Ability to work in a team environment and independently
- Self-motivated and directed, ability to manage time efficiently
- Physical endurance to stand and move during the length of the entire shift
- Ability to sit, kneel, bend, move and lift up to 25 pounds or more throughout the shift

We are an inclusive and equitable employer with a positive work environment. We offer an extensive benefits package and encourage everyone to apply (even if you're not a trained chef).

To apply for this job, please submit your application through Indeed or email us your resume and any supporting documents with Community Cook in the subject line to welcome@gordonhouse.org. A cover letter or email describing your interest in highly recommended.

Part Time Hours: 10-15 hours per week

Salary: From \$23.34

Schedule:

Day shift

Tuesday, Wednesday, Thursday

On call

Licence Certification:

Food Safe Certificate