

## JOB POSTING : Kitchen Coordinator

Organization: Hi'yám ta Skwxwú7mesh Housing Society  
Position Status: Full-time (40 hours per week)  
Primary Office Location: Eskéxwi7ch tl'a Sp'ákw'us Place (the gathering place of eagles)  
Siyich'em Reserve 41139 Government Road Squamish, BC

### Background

Eskéxwi7ch tl'a Sp'ákw'us Place provides affordable homes with some supports for Squamish Peoples, prioritizing vulnerable women and their children and others at risk of homelessness.

### General Purpose

The Kitchen Coordinator must work independently and be creative with meal planning and food costing for the tenants at Eskéxwi7ch tl'a Sp'ákw'us Place. This position will require one to build positive relationships with a diverse tenant population.

### Key Responsibilities and Duties

- Oversee all kitchen operations, ensuring healthy and safe work practices.
- Meal plan/food cost for two cold meals each day and one hot meal per month.
- Order inventory and create an inventory system for the kitchen supplies, ensuring sufficient stock levels.
- Enforce proper sanitation and preparation practices and procedures.
- Develop and maintain policies and procedures relating to kitchen coordination.

### Qualifications and Skills

- Experience in food services, including food preparation and menu planning.
- Two years experience in quantity food preparation, cooking, and serving in quantity.
- Valid First Aid and CPR Certification
- Valid Food Safety Certification
- Must be able to lift 40 pounds, sit, stand, squat, bend, climb stairs, crouch, reach, and kneel, and work in a fast-paced, fast-paced, indoor working environment.

### Salary and Benefits

As well as a competitive base salary dependent on the number of years of experience, we also offer corporate benefits.

- Salary \$27/hour or \$56,160 annually

Your cover letter and resume should be submitted as one document in your profile when applying for this position. Please add your cover letter to your resume and submit both documents as your resume to [info@hiyamhousing.com](mailto:info@hiyamhousing.com)

**CLOSES: September 3, 2024**