

JOBPOSTING - KITCHEN CO-ORDINATOR

Organization: Hiyám ta Skwxwú7mesh Housing Society

Position Status: Full-time (40 hours per week) Monday to Friday 10am - 6pm

Primary Office Location: Estítkw Place, North Vancouver

Background

Estítkw Place is a new 55-unit development that delivers supportive housing for vulnerable Squamish Nation members. These homes will be exclusively for Squamish Nation Members, with priority given to People with disabilities, LGBTQ2+ (Two-spirited), people experiencing homelessness or are at risk of homelessness, and people dealing with mental health and addiction issues.

General Purpose

The Kitchen Coordinator will need to be able to work independently, be creative in the kitchen with meal planning and food costing, want to take ownership of the kitchen with pride and be part of the supportive housing team. 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.
- Order inventory and create an inventory system for the kitchen supplies, ensuring sufficient stock levels.
- Create menu and grocery lists.
- Store food in designated areas, utilizing knowledge of temperature requirements and food spoilage. Check food items in refrigerators, freezers, and pantry to ensure freshness.
- Inspect kitchen equipment and utensils to ensure sanitary standards are met weekly.
- Implement and conduct a regular cleaning schedule which includes daily, weekly and monthly cleaning which includes deep clean of all major pieces of equipment.
- Attend staff meetings when necessary.
- Create, review, and update menu options for special events according to allocated budget.
- Establish, implement, and communicate menu recipe requirements.

- Explain and demonstrates work methods to train staff in proper use of equipment, sanitary standards, and safety.
- Ensure the safe storage and disposal of food and beverages.
- Ensure preparation and cooking stations are stocked appropriately.
- Notify the management team of any repairs or maintenance required for kitchen appliances and equipment.
- Enforce proper sanitation and preparation practices and procedures.
- Develop and maintain a "life skills" program for residents and policies / procedures relating to kitchen coordination.

Qualifications and Skills

Personal Qualities

- Enthusiastic, friendly, and a problem solver.
- Ability to work independently and in cooperation with others.
- Experience working in food services - food preparation and menu planning skills.
- Able to adapt to changing situations and solve problems creatively.
- Strong interpersonal skills: ability to work with diverse groups and engage with residents.

Important Qualifications

- Two years' experience in quantity food preparation, cooking and serving in quantity.
- Previous experience trained in the kitchen is a must.
- Food ordering and estimation, experience as a lead is preferred.
- Experience working with all Microsoft platforms and computer software skills as required.
- Must possess strong communication skills and organization skills.
- Ability to handle multiple tasks and an organized person.
- Ability to work flexible work schedule. Evenings and some weekends required.
- Valid First Aid and CPR Certification an asset
- Valid Food Safety I or II Certification
- Must be able to lift 40 pounds, sit, stand, squat, bend, climb stairs, crouch, reach, and kneel
- 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.

- A generous compensation package which includes extended health and dental benefits and a superb pension plan
- Access to professional development funds and opportunities for career development
- Salary range \$48,000- \$52,000

Your cover letter and resume should be submitted as one document in your profile when applying for this position.

CLOSES: Monday, September 7, 2026, at 4 pm