



Posting # 2021 –275  
Date: December 21,  
2021

**COMMUNITY BUILDERS**  
*Striving for excellence in compassion*

**POSTING (BCGEU)**

---

**JOB TITLE:** Chef  
**STATUS:** Permanent Full-time  
**AREA OF WORK:** Alewem, 1580 and 1582 Vernon Drive  
**HOURS OF WORK:** 9:30am-5:30pm  
**DAYS OF WORK:** Thursday-Monday  
**GRID LEVEL:** 9 – JJEP Wage Grid

---

**Job Summary**

Prepare meals for sites and uphold food safe practices and site standards.

**Functions & Responsibilities**

1. Plan all site meals (nutritional standards)
2. Assess needed food and meals supplies and place all food orders within the approved budget. Responsible for all inventory tracking systems. Coordinate with food distributors, and other charities.
3. Maintain organized kitchen/storage space. Cleanliness maintained to Community Builders, Vancouver Coastal Health and Food Safe standards.
4. Prep/Cook/Serve all food for the site.
5. Provide guidance and assistance to staff to serve residents on weekends within approved food safe policies and established work procedures.
6. Enforce cleanliness of food service areas and that standard food safe practices are being followed by all involved staff.
7. Miscellaneous tasks when required: pick ups, running errands, other jobs as required.



Posting # 2021 - 275  
Date: December 21,  
2021

**COMMUNITY BUILDERS**  
*Striving for excellence in compassion*

**Education, Training & Experience**

1. Grade 10, plus graduation from a program in institutional or residential quantity cooking
2. One (1) year recent related experience
3. Or an equivalent combination of education, training and experience
4. Food safe

**Skills & Abilities**

1. Physical ability to carry out the duties of the position.
2. Able to work independently with minimal supervision, exercise initiative and good judgment
3. Ability to operate related equipment.
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to organize and prioritize.
6. Ability to establish and maintain rapport with clients, staff and management and collateral service providers.
7. Ability to instruct.
8. Ability to analyze and resolve problems.
9. Ability to follow established policies and procedures.

APPLY BY: December 28th, 2021 by 3pm  
APPLY TO: [hr@communitybuilders.ca](mailto:hr@communitybuilders.ca)

**SUCCESSFUL APPLICANT:** \_\_\_\_\_

**INITIALS:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This position is open to all qualified individuals and requires membership in the Union. The successful applicant is not required to operate their own vehicle for performing the duties of the position.**