



Cedar Cottage Neighbourhood House

4065 Victoria Drive, Vancouver, BC V5N 4M9 Tel: 604-874-4231 Fax: 604-874-7169
www.cedarcottage.org

Employment Opportunity

Position: Adult Day Program Food Services Coordinator

Position Purpose: Cedar Cottage Neighbourhood House is looking for an Food Services Coordinator for their Adult Day Program to oversee kitchen operations for CCNH; plan nutritious menus for multicultural seniors; purchase, cost out and store items; and train and supervise volunteers. The Food Services Coordinator will develop food security initiatives to meet the complex health care and cultural needs of a diverse seniors population in order to support them to remain at home and in the community for as long as it is safe and practical. The Food Services Coordinator in a team environment and participates positively and productively as member of the Neighbourhood House team.

Qualifications:

- A Certificate in Culinary Arts (or completion of an equivalent 1 year program at a recognized post secondary institution)
- Food Safe's Level 2 (Advanced) Certificate
- WCB Level 1 First-Aid Certificate
- Two years experience in food production, catering, or field related food service, and experience with oversight of a variety of food and nutrition programs and services.
- Demonstrated success in supervising staff and volunteers.
- Excellent interpersonal and communication skills, and ability to maintain good working relationships while working under pressure.
- A working knowledge of computer applications for information gathering and dissemination, and organizing of information and records.
- Demonstrated ability to work effectively with staff, volunteers, community members, and community organizations in a multicultural setting.
- Understanding of food security issues.
- Knowledge of Cedar Cottage area and East Vancouver an asset.
- A clear Criminal Record check.
- A valid Class 5 driver's license is required and a valid Class 4 is desirable.
- Ability to work flexible hours (including some evenings and occasional weekends).

• **Submit Resumes to:** Director of Seniors Services
Cedar Cottage Neighbourhood Houses
4065 Victoria Drive
Vancouver, BC
V5N 4M9
Email: mgodden@cedarcottage.org

Closing Date: March 1, 2010

Hourly Wage: \$18.83/hour + benefits

Terms of Employment: Full time, Permanent
35 hours per week; Monday to Friday
Starting March 15, 2010

We are an equal opportunity employer

* We thank all applicants; however only those short-listed will be contacted

* Must be eligible to work in Canada

Association of Neighbourhood Houses of British Columbia
Member Houses: Cedar Cottage, Alexandra, Frog Hollow,
Gordon House, Kitsilano, Mount Pleasant, South Vancouver and Sasamat Outdoor Center