



SPENCE
Neighbourhood
ASSOCIATION

Spence Neighbourhood Association **EMPLOYMENT OPPORTUNITY**

POSITION: Chef and Kitchen Assistant

Spence Neighbourhood Association is looking to fill the role of Chef and Kitchen Assistant. This position is a 6 month position with a strong possibility of continuation.

The Chef and Kitchen Assistant is responsible for working with the SNA Chef and Kitchen Manager on the food programming at SNA. Food security is a very critical part of the work that SNA does. This position involves cooking and serving meals daily for the Youth Program and West End 24 Hour Safe Space (WE24). The Chef and Kitchen Assistant is responsible for food preparation, safe food handling, and menu development. The Chef and Kitchen Assistant will be creative in considering what we have, what is donated, and how to best develop nutritious but delicious meals while operating within tight budgets.

Primary responsibilities include:

- Preparing food for WE24 program.
- Plating and serving meals to the Youth and WE24 Programs.
- Assisting in developing menus for all programs.
- Ensuring the kitchen environment complies with Safe Food Handling guidelines (including fridges and freezers).
- Supporting the SNA Chef and Kitchen Manager with food preparation, serving meals and cleaning/maintaining the kitchen.
- Communicating and assessing program needs with the SNA Chef and Kitchen Manager.
- Completing the opening task list for the overnight WE24 program.
- Complete the closing task list for the kitchen before leaving at 1:30 am.

Requirements:

- Is passionate about food, cooking, and community outreach.
- Has experience and enthusiasm working in a kitchen/restaurant environment.
- Has strong knowledge of and the ability to ensure kitchen and food safety, with quality product controls and management.
- Must prioritize maintaining a clean and organized kitchen environment.
- Must be committed to following all protocols around safe food handling.
- Creativity, ambition and a willingness to seek community partnerships around food security.
- Ability to prioritize and problem-solve in a fast-paced environment.

- Experienced and comfortable with Google Programs (Google Drive, Google Sheets, Gmail, etc.) and software or a willingness to learn.
- Has strong knowledge of and ability to use community engagement and proactive communication.
- Must be able to communicate both verbally and in writing in English.
- Teamwork organization skills.
- Must be able to work within SNA's 8 Expectations of all staff - Be Respectful, Be Safe, Be Engaged, Be Accountable, Work as a Team, Communicate, Be Supportive, Demonstrate Professionalism.
- Must be able to work well with others, coordinate with many people and programs simultaneously, and be able to manage their time effectively.
- Able to lift/ carry up to 50 lbs of bags and/or boxes of items.
- Must have 3 years of experience working in a kitchen environment.
- Communicating through phone or email.
- Criminal & Child Abuse Record checks.

Assets:

- Lives works or volunteers in the Spence Neighborhood
- Has Red Seal, or Food Handlers or willing to learn
- Has CPR First Aid or willing to learn

Hours and remuneration:

SNA agrees to pay the Employee \$21/hour for a 37.5-hour work week - paid bi-weekly, with hours paid as worked. \$1.00 premium for any hours worked after midnight. Required CPP, EI and tax deductions will be made and employer contributions will be paid. Regular hours will be between 6:00 pm and 1:30 am, Wednesday to Sunday.

DEADLINE FOR APPLICATION:	ASAP
SUBMIT RESUME & COVER LETTER TO:	Spence Neighbourhood Association- Attention: Michele Wikkerink 615 Ellice Ave, R3G 0A4, Winnipeg, MB Email: michele@spenceneighbourhood.org

The Spence Neighbourhood Association would like to encourage applications from qualified candidates who reflect the diversity of our community. The Spence Neighbourhood Association highly encourages Indigenous People, Newcomers, People of Colour, Women, Members of the 2SLGBTQ* Community, residents of the West End, and individuals with lived experience, as it pertains to this role, to apply.