

## **Kitchen Helper**

Part-time

NEC Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

### **Main Responsibilities:**

- Ensure kitchen is clean following a daily/weekly/monthly schedule including:
  - Washing and sanitizing dishes,
  - Daily washing floors,
  - equipment and appliances routinely cleaned
  - food rotation using first in/first out
  - organizing pantry and perishables
  - tidying and regular cleaning of self-service area and canteen storage area
  - Monthly deep cleaning tasks

Other Duties may be required from time to time:

- Prepare and serve light meals and hot and cold beverages.
- Serve students, staff and customers at the counter
- Operate the cash register, conduct cash and debit transactions, and process advanced sales

### **Preferred Qualifications:**

- At least 1-year related work experience working in a kitchen or in a retail customer service environment.
- Ability to work quickly during busy periods
- Ability to work independently
- Excellent time management (prioritizing requests) and communication (written, verbal) skills. Establish and maintain cooperative relationships with co-workers, management and outside personnel.
- Familiarity with Indigenous and/or non-profit organizations.
- Foodsafe Level 1 preferred.

### **Terms:**

Appointment to this part-time casual contract position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. We welcome applicants from equity seeking groups to apply, although Indigenous ancestry is preferred.

<b>Closing Date:</b>	As soon as possible
<b>Start/End Date:</b>	April 14, 2023 (with possibility of extension)
<b>Hours:</b>	10 hrs/wk
<b>Salary:</b>	<b>\$19.41/hr</b>

### **Application Details:**

Please submit your resume, contact information for three references from related work experience and a cover letter outlining your interest and detailing how you meet the above qualifications. This position is open to male and female applicants. NEC encourages applications from members of equity-seeking groups. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager  
NEC Native Education College

285 East 5<sup>th</sup> Avenue  
Vancouver, BC V5T 1H2

E-mail: [info@necvancouver.org](mailto:info@necvancouver.org)