

## EMPLOYMENT OPPORTUNITY

The Salvation Army Lighthouse Resource Centre  
BC DIVISION

**POSITION:** Cook / Kitchen Help / Janitorial / Front Desk Relief( C) - casual/on-call / Combined position

**FACILITY:** Lighthouse Resource Centre



**8635 Granville Street Port Hardy BC**

Giving Hope Today

### RESPONSIBILITIES & EXPECTATIONS: This is a combined position

#### Cook / Kitchen Help / Janitorial / Front Desk Relief Support ( C)

Cooking duties include preparing and serving nutritious meals as outlined on menus in accordance with applicable food service and safety regulations.

Janitorial duties include upkeep, and maintaining the cleanliness of the Lighthouse Centre in compliance with applicable standards. The incumbent will also provide access to the facilities as required and assist with security during the hot lunch program.

Front Desk duties will be meant to attend to various low-level requests.

#### The successful candidate will:

- Be available on call Monday through Friday 9:00 am – 4:30 pm on call.
- Prepare and serve nutritious meals to guests following Canada's Food Guide
- Ensures Food Safe practices are followed at all times in food preparation and service
- Decides on the appropriate, creative and efficient use of food, including donations
- Ensures the general upkeep of the facilities such as cleaning floors, washrooms, windows, dusting and vacuuming.
- Perform other duties as assigned.
- Consent to work a flexible schedule, being readily available for on-call shifts.

Please Note: Due to the nature of our Centre, applications should be aware that they may be working with intoxicated individuals at times.

#### QUALIFICATIONS:

Minimum Grade 12 education or equivalent, valid WHIMIS, Food Safe 1, First Aid Certificate, and Non-violent Crisis Intervention Certification. Previous cook/kitchen & janitorial experience preferred.

**SALARY/GRADE:** Grade 7 available for Casual/on-call (hours from 9:00 am to 4:30 pm only ; Monday – Friday ) - starting immediately.

Interested applicants must submit a cover letter and resume to:

EMAIL: [Michael\\_Winter@can.salvationarmy.org](mailto:Michael_Winter@can.salvationarmy.org)

Or drop off cover letter & resume in person Mon-Friday 9:30am-4:00pm at:

**Lighthouse Resource Centre - 8635 Granville Street, Port Hardy, BC**

We thank all applicants, however, only those candidates to be interviewed will be contacted.

**PLEASE NO PHONE CALLS**

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.