

## **Ahousaht Wellness Centre**

**Position Title:** Prep Cook / Kitchen Helper

**Reports To:** Head Cook / Executive Director / Program Manager

**Hours:** Up to 35 hours per week (flexible, may include evenings/weekends for programming)

**Location:** Ahousaht Wellness Centre kitchen and community sites

### **Position Summary**

The Prep Cook / Kitchen Helper supports the Wellness Centre's nutrition and wellness programming by preparing healthy, culturally appropriate meals and snacks. This role ensures safe, nutritious food service for treatment programs, healing circles, workshops, and community events while promoting traditional foods and harm reduction principles.

### **Qualifications**

- Experience in food preparation, kitchen cleaning, or hospitality (1+ years preferred).
- Food Safe Level 1 certification (or willing to obtain immediately).
- Knowledge of healthy cooking, portion control, and basic nutrition.
- Understanding of Ahousaht cultural food practices and traditional ingredients is an asset.
- Ability to lift 30+ lbs, stand for extended periods, and work in a fast-paced environment.
- Reliable, team-oriented, and punctual with strong time management skills.
- Clear Criminal Record Check and Vulnerable Sector Clearance (conditions of employment).
- Valid BC Food Handler Certificate preferred.

### **Core Competencies**

- **Cultural Sensitivity:** Respects Ahousaht traditions in food preparation and service.
- **Team Collaboration:** Works effectively with wellness staff, Elders, and participants.
- **Health & Safety Focus:** Maintains high standards of food safety and kitchen hygiene.

### **Key Responsibilities**

#### **1. Food Preparation & Service**

- Prepare nutritious meals, snacks, and traditional foods for programs (20-50 servings).
- Wash, chop, and prep ingredients following recipes and dietary guidelines.
- Set up serving areas and assist with meal distribution during events.
- Support special diets (e.g., allergies, recovery-focused nutrition).

#### **2. Kitchen Maintenance**

- Clean and sanitize workstations, equipment, utensils, and storage areas daily.

- Wash dishes, pots, and serving ware; restock supplies as needed.
- Organize pantry, fridge, and dry storage to prevent waste and ensure freshness.
- Follow inventory checklists and report low stock to supervisor.

### **3. Program Support**

- Assist with land-based food activities (e.g., traditional harvesting prep).
- Prepare culturally appropriate items for ceremonies, healing circles, and workshops.
- Support catering for community outreach and staff meetings.
- Help with meal planning tied to wellness programming goals.

### **4. Health & Safety**

- Adhere to Food Safe protocols, WHMIS standards, and fire safety regulations.
- Monitor fridge/freezer temperatures and report issues immediately.
- Maintain a safe, welcoming kitchen environment for staff and participants.
- Participate in monthly deep cleans and equipment maintenance.

### **Working Conditions**

- Fast-paced kitchen with heat, steam, and wet floors; non-slip shoes required.
- Lifting/carrying up to 40 lbs; standing for 4–6-hour shifts.
- Exposure to allergens, strong odors, and repetitive tasks.
- Flexible schedule supports evening/weekend programming as needed.

### **Employment Conditions**

- 3-month probationary period with performance reviews twice annually.
- Adheres to Ahousaht Wellness policies, confidentiality, and Code of Ethics.
- Maintain clear Criminal Record Check and Vulnerable Sector Clearance.

**Submit your resume and a short cover letter to the Ahousaht Wellness Center Coordinator at [info.wellness@ahousaht.ca](mailto:info.wellness@ahousaht.ca) or drop off at the Wellness Center.**

**Applications accepted until positions are filled.**