



January 2024

TAPS Kitchen Supervisor – Part Time

The Burnaby Neighbourhood House is looking for a Kitchen Supervisor for our Therapeutic Activation Program for Seniors (TAPS) Day Program for frail seniors. The Supervisor will be responsible for making a hot lunch three times per week and ensuring that the shared kitchen is running efficiently within health department guidelines.

General Duties and Responsibilities:

- Plan, shop and cook lunch for BNH's TAPS Day Program
- Monitor shared items in kitchen and ensure adequate supplies are ordered
- Monitor regular kitchen maintenance and inform BNH's operations manager if issues arise
- Work with and supervise kitchen volunteers
- Provide orientations to volunteers around using a cleaning up shared kitchen space
- Work with a diverse staff and volunteer team

Qualifications:

- Experience supervising volunteers
- Experience in a high-paced environment
- Experience in a multi-cultural and diverse environment
- Ability to work independently and as part of the team
- Attention to detail/well-organized
- Current Food Safe Certificate
- Valid driver's license and access to a vehicle are an asset

Hours of Work & Rate of Pay:

The Kitchen Supervisor works 12 hours per week. Rate of pay is \$21.40/hr

Reporting:

The Kitchen Supervisor reports to the Seniors Social and Day Programs Coordinator.

Deadline: until position is filled

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

To apply please email resume to: simoneg@burnabynh.ca

Or mail to:

Burnaby Neighbourhood House
4460 Beresford St
Burnaby, BC
V5H 0B8

No phone calls please