



## **Job Description**

### **Cook**

#### **ABOUT WISH**

Based in Vancouver's Downtown Eastside, WISH is the largest sex worker support organization in Canada. For more than thirty-five years, WISH has offered a safe place of respite for women involved in street-based sex work. WISH Drop-in Centre Society is an organization and space for women and people of marginalized genders, including Two-Spirit, trans, and non-binary. For more information about WISH and our programs and services, visit our website: <https://wish-vancouver.net/>

#### **JOB SUMMARY**

Reporting to the Kitchen Supervisor, you are responsible for the safe, efficient and organized operation of the kitchen. You will supervise, manage and support the kitchen staff and volunteers with an inclusive and collaborative management style.

WISH maintains a strong focus on community and operates as a team where staff, volunteers, and participants work together to create a safe haven for our specific population. Food is a right, not a privilege, which WISH upholds by maintaining a strong kitchen environment that acts as a foundation for the Drop-In.

#### **JOB DUTIES/KEY RESPONSIBILITIES**

- Take responsibility for meal preparation and delivery while providing guidance to other staff, alongside the full time Kitchen Supervisor
- Work with Kitchen Supervisor to carry out menu planning, food purchase, and preparation of meals within the allotted budget.
- Plan and/or prepares meals and snacks in advance for the following day while adhering to Food Safe standards and requirements.
- Manage incoming donations and works with staff and volunteers to ensure equal access to resources within the Drop-In Centre.
- Train and oversee volunteers in the kitchen.
- Ensure the kitchen is ready to serve dinner when the Drop-In Centre opens.
- Maintains the rules and policies of the Drop-In Centre and adheres to the guiding principles of WISH.
- Works closely with community volunteers and partners that come into the Drop-In Centre, ensuring a welcoming and inclusive environment.
- Participate in the performance of the necessary domestic duties (i.e. dishes, laundry, cleaning, sweeping and mopping) pertaining to the Kitchen.

- Perform basic first aid duties as required.
- Maintain constructive working relationships with staff, volunteers, and participants in all WISH programs.
- Maintain excellent communication with the Kitchen Supervisor and Drop In Leadership while providing guidance and support to staff ensuring smooth/continual operations of the kitchen.
- Attend regular monthly staff meetings and kitchen meetings (arranged as needed).
- Other duties as assigned.

### **QUALIFICATIONS/REQUIREMENTS**

- Alignment with the WISH mission, vision, and core values.
- Experience cooking in large quantities in a limited amount of time, in monthly menu planning and adherence to standard kitchen procedures.
- Experience managing a kitchen, including supervising staff and volunteers.
- Experience in working as a team member with some supervisory responsibilities.
- Ability to communicate and direct staff, volunteers and participants and provide guidance for food preparation.
- Physically able to lift heavy pots, foodstuffs, and large donations, as well as ability to stand for entire shift.
- Food Safe Level 1 or 2 Certificate and Occupational First Aid Level 1 is an asset.
- Flexibility required for schedule and hours.
- Demonstrated leadership skills, budget management, and program management abilities.
- A strong feminist analysis of violence against women and gender-diverse folks with an understanding of power and its intersection with gender, race, culture, class, ability, religion, sexual orientation, ethnicity, and age.
- Significant understanding and knowledge of systemic barriers and oppression rooted in colonization, racism, transphobia, classism, misogyny, moralism, ableism and how they impact sex workers.
- Knowledge of the Downtown Eastside supports and services, proven ability to navigate the social welfare, public health, and justice systems, particularly in the areas of poverty reduction, housing, emergency medical care, detox and addictions services, and counseling.
- Demonstrated ability to work independently while maintaining inclusive and collaborative relationships with the rest of the WISH team.
- Effective communication skills, both verbal and written, including strong computer literacy in Microsoft 365 (Word, Excel, Sharepoint, Outlook, etc.) and internal communications tools such as Slack are essential.
- Excellent interpersonal skills (de-briefing, active listening, conflict resolution, de-escalation, problem solving, supportive) is essential.
- Excellent understanding and experience in creating and maintaining boundaries and supporting staff in doing the same.
- Lived expertise in the sex industry is a considerable asset.