



Job Description – Temporary Part-Time Kitchen Assistant

Position Title: Kitchen Assistant

Salary: \$27.61/hour

Contract: 6 months

Hours: Friday-Sunday 12:00pm – 8:00pm

Reports to: Kitchen and Volunteer Manager

Job Location: WISH Drop-In Centre (Vancouver, BC)

JOB SUMMARY

Reporting to the Kitchen and Volunteer Manager, you are responsible for supporting the safe, efficient and organized operation of the kitchen. This position will assist in processing donations, preparing ingredients, and helping train volunteers in the kitchen. The kitchen assistant will work closely with the cooks to create nutritious meals for participants. They are also responsible for ensuring the kitchen area is clean, organized, and properly closed at the end of each shift, adhering to all safety and hygiene standards.

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 Centre.

ABOUT WISH

WISH is the largest sex worker support organization in Canada and is located on the unceded, stolen lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ (Tsleil-Waututh) First Nations. For 40 years, WISH has been a refuge and an essential point of contact for street-based sex workers in Vancouver. Based in Vancouver's Downtown Eastside (DTES), WISH's connection to the land is central to the work we do and our efforts to decolonize that work.

WISH is a non-judgmental place of compassion and trust where all participants are valued. Many of those who walk through our doors have experienced targeted, gender-based, and sexualized violence and are often dehumanized and stigmatized because of the work they do. They have been impacted by the criminalized nature of Canada's laws surrounding sex work, and face significant discrimination due to systemic inequities.

Our mission is to improve the health, safety, and well-being of cis and trans women and gender diverse individuals who are involved in street-based sex work. Our vision is for every participant to have access to opportunities to make free, healthy, and positive choices.

For more information about WISH and our programs and services, please visit our website: <https://wish-vancouver.net/>

JOB DUTIES/KEY RESPONSIBILITIES

- Take responsibility for meal preparation and delivery while providing guidance to other staff, alongside the Cook.
- Work with the Kitchen Supervisor to carry out menu planning, food purchasing, 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 food donations and work 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.
- Maintain the rules and policies of the Drop-In Centre and adhere to the guiding principles of WISH.
- Work 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).

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.