

Kitchen Assistant Opportunity (*part-time*) Seniors Services

Who We Are:

With a vision of a vibrant, connected community, Parkgate Society (PS) creates opportunities for people in our community to *live life better*. We support this vision through the development of a unique and diverse blend of accessible low-cost and no-cost programs and services, created in direct response to community needs; primarily serving children, youth, families, and seniors.

Our dedicated and welcoming staff team, along with our many active volunteers, including our Board of Directors, are all committed to making Parkgate Society a welcoming and inclusive community services organization.

Opportunity:

The Seniors Kitchen Assistant will assist in the serving and clean-up of our Wednesday Community Meal Program. This opportunity will contribute to the overall effectiveness and success of our meal program by ensuring the kitchen is maintained to Food Safe and Health and Safety standards.

Key Responsibilities:

- Assisting with the food serving and the clearing of plates to & for our community
- Dishwashing at the end of the community meal
- The clean up of the kitchen cooking appliances and surrounding areas as needed
- Consistently practices respectful and effective communication in all interactions with seniors, co-workers and community
- Contributes to the ongoing efficient and professional operation of the Seniors Community Meal Program

Required Skills and Knowledge:

- Evidence of strong team work and interpersonal skills to work effectively with program staff, volunteers and non-profit or publicly funded groups, agencies and organizations
- Strong ability to work independently, as well as, part of a team
- Be well organized, flexible, and able to adapt to new situations
- Ability to stand for long periods and for the majority of their shift
- Ability to lift and carry 20 lbs



Contract Details:

- We are located in beautiful North Vancouver; this position is at Parkgate Community Centre
- This part-time position, based on working four (4) hours per week, 11:30 am – 3:30 pm, will run twelve (12) months per year with the exception of being closed for two (2) weeks in both August and December
- Hourly wage is \$19.50 per hour plus 6% in lieu of paid vacation time off

Other Requirements:

- Clear Criminal Records Check for Vulnerable Persons
- Minimum 19 years of age

We are committed to creating an inclusive, accessible, and welcoming environment where all community members feel valued, respected, and supported. We encourage applications from diverse communities, including people of color, Indigenous peoples, individuals with disabilities, and people of any sexual orientation or gender Identity. If you require any accommodation during the recruitment process, please contact our Human Resources Department.

Please forward your *resume and a cover letter, describing why you are a strong candidate for this opportunity*, by email to info@parkgatesociety.ca. The closing date for applications is February 14, 2025.

About Parkgate Community Services Society:

Parkgate Community Services Society is a registered, not-for-profit charitable organization providing programs and services to our friends and neighbors at Parkgate Community Centre, Seymour Youth Centre, the soon to be open new Lynn Creek Community Centre, and various other locations on the North Shore. With over one hundred staff, we are a diverse and welcoming team committed to making this a great place to live, work, and play. We pride ourselves on being community-driven, community-inspired, and community-supported.

