

<b>DEPARTMENT:</b>	Parks and Recreation	<b>STATUS:</b>	Auxiliary
<b>NO. OF POSITIONS:</b>	One	<b>UNION:</b>	CUPE, Local 387
<b>HOURS OF WORK:</b>	1-8 shifts (4-48 Hours per month)	<b>SALARY:</b>	\$21.66 to \$25.35 per hour + 12% in lieu of benefits and vacation

Under the direct supervision of the Food Service Coordinator, you will assist in the preparation of a variety of daily pre-set food menu items for the New Westminister City Hall Cafeteria, as well as in the preparation for catering services. Duties will include: food preparation; assisting in the preparation of pre-set menu items such as sandwiches and salads; preparing and setting up a variety of deli trays (ie. fruit, veggies, and cheese) for catering services; receiving payment using Square-Up register POS system; general dining area and kitchen cleaning including, but not limited to, washing dishes, cleaning of preparation and service counters and kitchen equipment and utensils; replenishing stock.

**If many of the following characteristics and skills describe you, we want to meet you!**

- Completion of Grade 12 (or equivalent) plus a minimum of 1 year of food preparation experience in a cafeteria or restaurant setting; or an equivalent combination of training and experience.
- Good knowledge of the methods, practices, materials, procedures and equipment used in a cafeteria.
- Ability to maintain effective working relationships with supervisors, staff and customers and able to provide excellence customer service.
- Ability to prepare hot breakfast, sandwiches, and salad.
- Ability to follow simple recipes.
- Ability to follow written and verbal instruction.
- Ability to work independently and show initiative.
- Ability to organize and prioritize the work.
- Ability to operate kitchen equipment relating to work.
- Ability to stand for long periods of the workday and to bend, reach and lift items up to 10lbs.
- Have a valid Food Safe Certificate, Level 1.

***\*This position will work between 1 to 8 shifts (4 to 6 hour shifts) a month from Tuesday to Thursday between the hours of 6:00 am and 2:30 pm. Additional shifts may occasionally be available Monday to Friday from 7:00 am to 2:30 pm.***

Apply by sending your **cover letter and resume in one document** quoting the competition number, by December 9, 2021 to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #21-161**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminister is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.  
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.  
We are learning and building relationships with the people whose lands we are on.*