

<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 to 8 shifts per month*	<b>SALARY:</b>	\$21.66 to \$25.35 per hour (2021 rates) + 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 Connections Café at Century House, as well as in the preparation for catering services and supervision of kitchen volunteers. 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 cash 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 as well as supervision of kitchen volunteers.

**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 deemed suitable by the Employer.
- Good knowledge of the methods, practices, materials, procedures and equipment used in a cafeteria.
- Ability to maintain effective working relationships with supervisors, staff, customers, volunteers and able to provide excellence customer service.
- Ability to prepare hot entrees, sandwiches, and salad.
- Ability to follow simple recipes and written and verbal instructions.
- Ability to work independently and show initiative.
- Ability to organize and prioritize the work performed.
- Ability to operate kitchen and office equipment relating to café operations.
- Ability to stand for long periods of the workday and to bend, reach and lift items up to 10lbs.
- Must have valid Food Safe Certificate, Level 1.

***\*This position will work between 1 to 8 shifts (4 to 7 hours per shift) a month from Monday to Friday between the hours of 8:00 am and 4:00 pm. Additional shifts may occasionally be available evenings and weekends depending on operational needs.***

Apply by sending your **cover letter and resume in one document** quoting the competition number #22-90, by May 6, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, 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 #22-90**

*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 Westminster is on the unceded and unsurrendered 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.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*