

**CANADIAN MENTAL HEALTH ASSOCIATION  
PORT ALBERNI BRANCH**

**DATE POSTED:** April 10, 2024

**POSITION:** Frozen Meals Program Staff  
Temporary Part Time – 20 hours per week  
Hours of Work: variable/TBD  
Hours of work may be altered, dependent on program needs, space availability, and preference

**SALARY RANGE:** Grid 30 - \$30.15 - \$31.89 per hour

**WORK AREA:** CMHA Clubhouse kitchen – 3178 2<sup>nd</sup> Avenue Port Alberni

**JOB DESCRIPTION**

- Oversees program trainees; orientation, safety, prep cook skills training, scheduling, support, feedback
- Ensure sufficient meals are prepared; maintain inventory, plan, shop
- Stay within budget
- Liaison between partner groups
- Compliance; reports, stats, wait list, adhere to contract
- All other duties as required

**REQUIRED QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:**

- Diploma or higher in Human Services or equivalent
- Experience working as a cook/chef in a commercial kitchen
- Two years of recent related experience or equivalent combination of education, training, and experience
- Physical ability to carry out the duties of the position
- Proficient with multiple computer programs
- Ability to work independently and in cooperation with others
- Able to establish and maintain respectful rapport with members/clients, following CMHA Code of Ethics, Policies, & Mission
- Class 5 driver's license and regular access to a safe, working vehicle
- Certificates in First Aid/CPR and Food Safe

**TYPICAL SKILLS & ABILITIES:**

- Ability to organize, prioritize and problem solve
- Able to communicate effectively and professionally; verbal/ written
- Crisis intervention and trauma informed care practise
- Willing to adhere to "Managing Hostile Interactions" protocol
- Ability to observe and recognize changes in clients

**COMMENCEMENT DATE:** asap

**PLEASE SUBMIT RESUME and COVER LETTER TO KATRINA KIEFER, EXECUTIVE DIRECTOR  
CMHA-PA 3178 2<sup>nd</sup> AVENUE, PORT ALBERNI, B.C. V9Y 4C3**