



TSOW-TUN LE LUM SOCIETY

HELPING HOUSE

Mailing address: 2850 Miller Rd, Duncan V9L 6V6.

Phone: **250-390-3123** Fax: **250-390-3119**

www.tsowtunlelum.org

Cook

Full time: 4 Days a week (07:00 AM to 05:00 PM)

Pay: CA\$26.56 per hour

Position Summary:

- Reports to the Executive Director
- Responsible for purchasing and maintaining kitchen supplies.
- Menu Planning
- Plan and prepare meals.

Qualifications and Requirements:

- High school education or greater.
- Valid Food Safe Certification.
- Strong Organizational Skills
- Good time management
- Ability to plan healthy meals for large groups within budget, adaptive to food allergies.
- Have an intimate familiarity with Indigenous culture and traditions.
- Knowledge or training in substance use and trauma.
- Ability to perform physically demanding tasks in a time-sensitive fashion.
- Work well in team and independent scenarios.
- Current Criminal Record Check (less than 6 months).

Additional Requirements:

- Valid First Aid certificate; or ability to take training.
- Required abstinence from drugs and alcohol for a minimum of 2 years and are willing to maintain an abstinent lifestyle while working at TTLL. (This includes social/occasional drinking, marijuana and all cannabis products.)
- In meeting the objectives and philosophies of the Society, preference will be given to qualified individuals of Indigenous Ancestry in accordance with Section 42 of the BC Human Rights Code.

Submit **Cover Letter, Resumé & References**

to: **Personnel Committee,**

Tsow-Tun Le Lum Society

2850 Miller Road, Duncan BC, V9L 3X5

Fax: (250) 390-3119

Email: antonina.skliarenko@ttlls.org

<p>NOTE: <u>Necessary Information to include in Cover Letter:</u></p> <ol style="list-style-type: none">1. Length of time you've been abstinent from alcohol and drugs2. Your Indigenous ancestry.
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