



LOWER KOOTENAY BAND

830 Simon Road, Creston, BC V0B 1G2 Ph: 250.428.4428 Fax: 250.428.7686

Job Title:	Community Meal Cook	
Location:	Type of Position: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Seasonal _____ <input type="checkbox"/> Year Round <input checked="" type="checkbox"/> Contractor	Hours: 20 – 25 hours / Month Flexible start and finish time

Purpose:
The Community Meal Cook prepares and delivers nutritious, high-quality meals to support the health and well-being of community members.
Job Description:
The Community Meal Cook is responsible for planning, preparing, and packaging nutritious meals for community members, with a focus on both healthy and palliative-friendly options. This role includes purchasing ingredients, maintaining kitchen cleanliness, and ensuring compliance with food safety standards.
Responsibilities and Duties:
<ul style="list-style-type: none">- Develop biweekly meal plans, incorporating healthy and palliative-friendly meal options.- Purchase necessary ingredients and supplies- Prepare, cook, and package 60–75 meals every two weeks.- Maintain cleanliness and sanitation standards by thoroughly cleaning the commercial kitchen after use.- Submit all purchase receipts to the finance department in a timely manner.
Qualifications / Requirements:
<ul style="list-style-type: none">- Valid Food Safe certification.- Proven experience in kitchen operations, catering, or meal preparation.- Ability to work independently and manage time effectively.

Created and Approved By: Matty Fedorowich	Title: Human Resource Administrator
Date: March 2025	