



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: ☐ Full Time ☒ Part Time ☒ Seasonal: Approximately November - April ☐ Year Round ☒ 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. The position also assists with meal preparation and kitchen support for community events, celebrations, and gatherings throughout the year.

Job Description:

The Community Meal Cook is responsible for planning, preparing, and packaging nutritious meals for community members. This role includes purchasing ingredients, maintaining kitchen cleanliness, ensuring compliance with food safety standards, and assisting with the preparation and service of meals for community events such as the Community Christmas Dinner and other community gatherings.

Responsibilities and Duties:

- Develop biweekly meal plans
- Purchase necessary ingredients and supplies.
- Prepare, cook, and package approximately 60–75 community meals every two weeks.
- Assist with planning, preparing, cooking, serving, and cleaning up meals for community events, including the Community Christmas Dinner and other community celebrations or gatherings as required.
- Coordinate with staff and event organizers regarding meal requirements, quantities, timing, and dietary needs for community events.
- Maintain cleanliness and sanitation standards by thoroughly cleaning the commercial kitchen and food preparation areas after use.
- Ensure all food preparation and handling complies with applicable food safety requirements.



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- Submit all purchase receipts to the Finance Department in a timely manner.
- Perform other related kitchen and community meal duties as required.

Qualifications / Requirements:

- Valid FOODSAFE certification.
- Proven experience in kitchen operations, catering, large-group cooking, or meal preparation.
- Ability to prepare meals for both smaller community meal programs and larger community events.
- Ability to work independently and as part of a team.
- Strong time-management and organizational skills.
- Ability to work occasional evenings or weekends for community events, when required.

If interested, please submit your resume to hr@lowerkootenay.com