



# WOMEN'S RURAL RESOURCE CENTRE

## **Women's Rural Resource Centre Position Posting Part-Time Meal Planner & Cook – Contract Position**

At the Women's Rural Resource Centre of Strathroy and Area ("WRRC"), we use a feminist, anti-oppressive, trauma-informed framework to deliver prevention, education and crisis support services to women and their families who have been impacted by violence and abuse in rural Middlesex. Our services include a 24 hour helpline and emergency shelter, risk assessment and safety planning, advocacy, system navigation, individual and group healing opportunities, and community development.

Our core work is with women and families who have been hurt by violence and abuse. We come alongside one woman, one family at a time, to support healing, working towards restoring the broader health of our community. We have a vision for a vibrant connected community where women and children can thrive in healthy relationships.

As a team, we aim to stretch, grow, challenge and champion each other, knowing we can only serve others well when we too are healthy and alive. If this stirs a fire in your belly, then consider joining our team!

WRRC is seeking one woman-centred **Meal Planner & Cook** for an immediate part-time, contract opportunity, ending March 31, 2020.

**Summary:** Reporting to the Program Manager and working closely with the Women and Family Services Team, the Meal Planner & Cook is accountable to prepare nutritious and balanced meals and snacks, maintain food inventory & generate weekly food orders to support the WRRC shelter.

### **Position Description:**

- Prepares dinner four (4) evenings a week for all residents in shelter.
- Prepares occasional meals or refreshments for the organization.
- Prepares menus that consider and respect the varying health and cultural needs of shelter residents.
- Mentor and coach shelter residents to obtain skills and experience related to healthy meal planning and preparation. Understands and promotes the role of meals and food as an integral part a therapeutic environment.
- Prepares menus and clear written instructions for preparation and serving of meals on days when not on duty (Weekends/Stat Holidays).
- Utilizes donated foods as much as possible, and develops weekly shopping lists, taking food donations into consideration.
- Maintains a clean and orderly shelter kitchen and pantry area, including regular and thorough cleaning of appliances, walls, cabinets, shelves, etc.

- Organizes donated shelter food stock, regularly rotating donated foods for storage to shelter pantry, and ensuring that food items in freezers and refrigerators are covered and labeled appropriately.

## **Required Skills and Qualifications**

### **Education & Experience**

- a. Minimum of 3 years of experience cooking in either a residential/commercial/catering setting, serving meals to numerous people. Culinary training an asset.
- b. First Aid/CPR and Safe Food Handling Certification.
- c. Clean Vulnerable Sector Criminal Record Background Check, within past three (3) months.
- d. Proficient at maintaining a clean and well-ordered environment
- e. Proficient at time management, including the ability to prioritize and multitask.
- f. Demonstrates professionalism, including the understanding and practice of professional ethics
- g. Adapts to changes in the work environment, including changes in technology and best practices
- h. Learns and acquires new skills to maintain competency on the job, including skills related to office tasks, client care,

### **Personal Characteristics**

- a. A solid understanding of feminism, the women's movement, anti-racism/anti-oppression and trauma informed practice.
- b. Demonstrated mentorship and leadership ability in a manner in which supports the agency's philosophy of leadership and growth of staff and program
- c. Excellent conflict resolution skills; ability to facilitate difficult conversations in a diplomatic manner.
- d. Superior communication, listening and assessment skills.
- e. Demonstrated organizational and multi-tasking skills; exceptional customer service skills
- f. Ability to work independently as well as within a team with minimal supervision

## **Working conditions**

This position will require availability for 15 hours per week, mainly over the dinner-hour, but may on occasion occur during the day.

## **Physical requirements**

- a. Operate kitchen equipment such as ovens, stove tops, dish washer, etc.
- b. Follow proper procedures for the healthy and sanitary preparation and serving of meals.
- c. Ability to lift 25 lbs. or more, depending on kitchen equipment used.

## Direct reports

None

**Number of Openings: 1**

**Closing Date: Monday, December 9 @ 5pm.**

**Submit cover letter and resume via email to: [hr@wrrcsa.org](mailto:hr@wrrcsa.org)**

\*No phone calls please. Only those selected for an interview will be contacted.\*

**Please ensure Cover Letter & Resume are saved as ONE .pdf file, titled:  
LAST NAME, First name – Position**