

NEC Native Education College is a large private Indigenous college in Vancouver and also works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through offering programs that lead to employment and higher learning. NEC is seeking a Food Service Manager to join the Student Services team to increase the wrap-around supports for NEC students. At NEC we are grounded in our Longhouse Values of Diversity, Respect, Gratitude, Understanding and Accountability and it is these qualities we are looking for in a successful candidate.

Main Responsibilities:

- Prepare, cook, and serve breakfast items, smoothies, light healthy snacks, hot/cold lunches for students/staff.
- Serve NEC students, staff, and customers at the counter using POS system, cash register.
- Operate the cash register, conduct cash, and debit transactions, and process advanced sales.
- Opening and closing duties include cleaning, cash count, lock up and preservation of food using food safe handling practices.
- Menu planning: stocking and preparing food and dry goods for the next shift.
- Purchase and pick up grocery items (Greater Vancouver Food Bank) in an organized way to ensure all items are ready for each week's menu plan.
- Keep refrigerators, freezers, shelving etc. clean and organized.
- Manage lunch program intake of students, staff lunch cards.
- Attend all NEC staff training(s), meetings.

Qualifications:

- At least 1-year related work experience working in a kitchen and/or in a customer service environment.
- Ability to work quickly during busy rushes (estimated rush times 830am-10am, 1030am, 1130am, 12pm-1pm).
- Ability to work independently.
- Excellent time management (prioritizing requests) and communication (written, verbal) skills.
- Establish and maintain cooperative relationships with co-workers, management, and outside personnel.
- Familiarity with Indigenous and/or non-profit organizations.
- Food safe Level 1 required, level 2 preferred.
- First Aid Level 1 preferred.
- Access to reliable vehicle to pick up Food Bank and other groceries.

Terms:

Appointment to this full-time position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. We welcome applicants from equity seeking groups to apply, although Indigenous ancestry is preferred.

Closing Date: Until filled.

Start/End Date: As soon as possible – August 31, 2024 (with possibility of extension)

Hours: Monday-Friday 7:30am-3:30pm, 35 hours per week

Salary: \$27.51 as per Collective Agreement

Application Details:

Please submit your resume, contact information for three references from related work experience and a cover letter outlining your interest and detailing how you meet the above qualifications. This position is open to male and female applicants. NEC encourages applications from members of equity-seeking groups. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager
NEC Native Education College

285 East 5th Avenue
Vancouver, BC V5T 1H2

E-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)