



EMPLOYMENT OPPORTUNITY
EXTERNAL/INTERNAL POSTING
Food Service Worker
FULL TIME (PERMANENT)

Native Education College (NEC) opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house support that includes cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

Position Summary:

The Food Service Worker ensures continuity and consistency in NEC's food service operations. Working as part of the Student Services team, this role supports daily food services for students, staff, and community members. The position collaborates with the Kitchen Manager and Nutrition & Wellness Coordinator, while also having the autonomy to independently manage kitchen operations. This position plays a key role in promoting food safety, nutrition, and cultural inclusivity in alignment with NEC's Longhouse values: Respect, Gratitude, Understanding, Diversity, and Accountability.

Main Responsibilities:

- Prepare, serve, and oversee daily meals and snacks for students, staff, and guests.
- Operate the Point-of-Sale (POS) system, manage transactions, and reconcile daily sales.
- Ensure food handling, storage, and preservation in compliance with health and safety standards.
- Manage kitchen operations independently in the absence of the Kitchen Manager or Nutrition & Wellness Coordinator.
- Support culturally inclusive menu planning that aligns with student wellness and budget priorities.
- Coordinate food bank and vendor pick-ups, supply orders, and inventory.
- Maintain cleanliness, organization, and safety across all kitchen facilities and equipment.
- Assist with student lunch program administration and staff lunch cards.
- Participate in NEC meetings, staff development, and cultural events.
- Promote cost-effective and sustainable practices while minimizing waste.

Preferred Qualifications:

- Minimum 1 year of experience in a commercial kitchen, food service, nutrition, or wellness program delivery.
- First Aid Level 1 (preferred or willing to obtain).
- Experience in customer service, community service, or non-profit/Indigenous organizations.
- Strong organizational, interpersonal, and communication skills.
- Ability to work independently and collaboratively in a student-focused environment.
- Cultural awareness and respect for Indigenous traditions.
- Knowledge of nutrition, dietary inclusivity, and wellness.
- Proficiency with commercial kitchen equipment and POS systems.
- Must pass a criminal record check.
- Reliable vehicle required for supply collection.

Terms:

Appointment to this unionized full-time position will require a formal criminal record check should a recent one not be on file, the details of which may preclude finalizing an offer of employment. Occasional evening and weekend hours may be required to accommodate workshops or events. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

Closing Date: Until Filled
Start Date: ASAP
End Date: Open-ended
Hours: Monday to Friday: 8:30AM- 4:30PM (35 hours/week)
Salary: \$ 22.91/hr (As per Collective Agreement)

Application Details:

Please submit your resume, a cover letter addressing your interest in the position and detailing how you meet the qualifications and contact information for three references. Native Education College encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants. Address your application to:

Hiring Manager
Vancouver, BC

285 East 5th Avenue
V5T 1H2

NEC Native Education College
E-mail: hiring@necvancouver.org