



Squamish CAN
Climate Action Network

Position: Kitchen Assistant (two positions)

Type: 12-hours per week, ten month position with possibility of extension

Compensation: \$24 /hour

Start date: September 10th - 21st (to be confirmed)

Organization: [Squamish CAN](#)

Location: Squamish, BC

We are seeking dependable, enthusiastic, and mission-driven individuals to join our team as a Kitchen Assistant. This role is ideal for someone who thrives in a fast-paced kitchen environment, takes pride in preparing high-quality meals at volume, and enjoys the responsibility of getting them safely and on time to local schools in Squamish.

This is a unique opportunity to make a tangible, everyday impact — both in the kitchen and out on the road. We currently have two positions available: one based out of the Activity 55 kitchen, and one based at Don Ross Middle School.

About Squamish CAN

We are a community-based nonprofit working to address the climate crisis through education, policy, and systems change. Since 2009, we've focused on local food systems and zero-waste solutions.

We're a passionate, collaborative team of staff and board members who care deeply about the work we do. After a year under our belt and providing over 70,000 meals last year, we are gearing up for another busy year.

Key Responsibilities

- Support Kitchen Manager to develop and prepare simple, nutritious hot/cold lunches at Don Ross Middle School
- Support menu planning and recipe development aligned with child-friendly, climate-smart, and locally sourced food values.
- Uphold high standards of food storage, rotation, quality, and sanitation.
- Comply with all health regulations, maintain clean and organized kitchen and delivery areas, and keep accurate food temperature and delivery records.
- Support and guide kitchen volunteers and staff to ensure smooth, efficient kitchen operations.
- Drive and report any issues of the delivery vehicles or your own, reporting or addressing any issues promptly.

Qualifications & Skills

- Proven experience in culinary preparation.
- Demonstrated knowledge of food safety, kitchen operations, and food handling standards.
- Valid driver's license with a clean driving record.
- Food Safe Level 1 certification (or willingness to get it)
- Excellent organizational and time management skills.
- Strong communication skills and ability to work collaboratively as part of a diverse team.



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- Must be able to lift 50 lbs.

Eligibility

Applicants must have:

- A clean criminal record check for working with vulnerable populations (children/youth).
- Be legally eligible to work in Canada.
- Valid driver's license.
- Your own vehicle and willing to do deliveries in it an asset (mileage is covered)

Job details

- **Term:** Onboarding will start ideally the second week of September; term runs until July 3, 2027.
- **Hour per week:** Part time 12 hours per week, 4 hours per day, and will need to be there on Tuesday - Thursday. The shift is 9 am - 1 pm.
- **Wage:** \$24
- **Vacation:** 4% of gross income as vacation pay on each pay cheque.
Time off would need to be during non instructional days aligned with the SD48 Squamish Schools which include winter, spring, summer breaks and pro-d days ([December 21st - January 1st, March 15th - March 26th](#))
- **Benefits:** We currently offer a 1.5% wellness benefit paid out bi-weekly to support employee health and well-being. As a growing organization, we are committed to expanding our benefits package over time to better support our team.

Diversity, Equity & Inclusion Statement

The Squamish Climate Action Network is committed to strengthening and contributing to an inclusive community. This requires that we address the structural conditions that underlie unequal access to resources and engage multiple ways of knowing and being. Indigenous persons, women, people of colour, all genders, L2SLGBTQIA+ and persons with disabilities are encouraged to participate in our climate action in ways that matter most to them. We aim to design our programs, services and recruitment processes through the lens of diversity, equity and inclusion for all.

How to Apply

Email a resume and cover letter or questions to Michael Staveley at chef@squamishcan.net by **Sunday, August 26th by 11:59 PM** . Include in the subject "**Kitchen Assistant Application**".