



Position: Kitchen Manager - School Meal Program

Type: Part-time, one year with possibility of extension

Compensation: \$29/hour

Start date: September 10th

Organization: [Squamish CAN](#)

Location: Don Ross Middle School, Squamish, BC

Our ideal candidate is an enthusiastic, self-driven and collaborative individual who is passionate and experienced in leading daily operations of preparing and serving meals to the Don Ross Middle School community.

About Squamish CAN

We are a community-driven organization dedicated to creating just and practical solutions to the climate crisis through education, policy development, and systems change. Since our founding in 2009, we've focused on strengthening regional food systems and advancing our goal of a zero-waste future.

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 working with SD48, we are excited to open the Don Ross Middle School Meal Program to serve a 3-day a week program.

Position Overview

As the Kitchen Manager, you will lead the daily operations of a new location of the school meal program providing lunches to students at Don Ross. The goal of this program is to ensure all students have access to nourishing food in a stigma-free manner at school. You will work under our Head Chef who is based at the 55 Activity kitchen, oversee kitchen operations, sourcing/ordering, and staff and volunteer supervision.

Key Responsibilities

- Lead day-to-day kitchen operations at Don Ross Middle School, preparing nutritious, child-friendly lunches under the direction of the Head Chef.
- Offer menus featuring whole, minimally processed ingredients aligned with [provincial nutrition guidelines](#) and program [guiding principles](#), while ensuring meals and overall program expenses are produced within a budget.
- Manage all daily kitchen functions — food production, ordering, receiving, and sanitation — reporting operational needs and issues to the Head Chef.
- Maintain food safety and sanitation compliance with Vancouver Coastal Health regulations: hold current FoodSafe certification, monitor critical control points consistently, and keep accurate documentation.
- Supervise staff and volunteers.



- Maintain kitchen systems for food prep, storage, waste reduction, and efficiency.
- Contribute to the broader mission of Squamish CAN through education, storytelling, and collaboration with partner organizations.
- Liaise between Don Ross staff and Squamish CAN.

Qualifications & Skills

- Minimum three years of experience in large-scale food service or catering in a commercial or institutional kitchen.
- Strong knowledge of food safety (Food Safe Level 1 required).
- Red Seal Cook certification is an asset not a requirement.
- Passion for sustainable food systems and healthy child development.
- Excellent organizational, communication, and leadership skills.
- Proven ability to manage kitchen inventory, and purchasing systems.
- Experience working with diverse populations and dietary needs.
- Tech-savvy with basic computer skills (ordering platforms).
- Ability to work independently and collaboratively within a team-oriented, mission-driven environment.

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

Job details

- **Term:** Onboarding will start ideally September 10th; term runs until July 3, 2027
- **Hour per week:** 19.5 hours per week, 6.5 hours daily on Tuesday's, Wednesday's, Thursday's
*This position follows the school calendar and does not include work during winter break, spring break, or summer break. [December 21st - January 1st, March 15th - March 26th](#)
- **Wage:** \$29 per hour, based on experience.
- **Vacation:** 4% of gross income as vacation pay on each pay cheque.
- **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



Squamish CAN
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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 16th by 11:59 PM**. Include in the subject **"Kitchen Manager Application"**.