



## **Lillooet Friendship Centre Society Job Description**

### **Employment Opportunity: Community Cares Homeless Shelter Monitor/Cook FT**

Under the direction of the Executive Director from the Lillooet Friendship Centre Society and subject to its policies and regulations, the Community Cares Homeless Shelter or Recovery Centre Monitor/Cook will be responsible for participating in and supporting the delivery of the Community Cares Homeless Shelter/Food Bank and Recovery Centre's programs and services.

### **DUTIES & RESPONSIBILITIES:**

- Monitor Homeless Shelter or Day Treatment Centre; supervise and assist residents of shelter or Day Treatment Centre (Recovery House) to meet their needs & answer questions;
- Receive new residents and ensure all intake paperwork is completed and a client file is created;
- Perform Intake and Needs Assessments i.e. does resident need winter clothing, clothing laundered, shower etc.;
- Prepare meals and provide food and clothing on an as needed basis to Homeless individuals and families staying in the shelter;
- Clean laundry facilities so it is readily available to clean residents who are staying at shelter clothing;
- Prepare and cook meals and provide snacks evening snacks as required. Clean dishes & kitchen area;
- Prepare lunches to go, cook for Food Bank Soup Kitchen activities and Recovery Centre; and
- Participate in fundraisers, elder's luncheons and clothing distribution. Shop for supplies as needed;

### **ADMINISTRATION & PROMOTIONAL DUTIES:**

- Maintain Shelter user records and stats. Maintain all points of contact;
- Attend regular Shelter working group and staff meetings; and
- Promote all programs and services in the community to individuals staying at shelter

### **QUALIFICATIONS / EXPERIENCE:**

- Ability to learn about and maintain current Homeless Shelter;
- Food Safe Certification;
- Cooking for large groups experience an asset;
- Experience completing reports and maintaining statistics an asset;
- Excellent organizational and communication skills;
- Must show sensitivity and discretion to client needs, must work in confidence;
- Must be able to work with little supervision and as part of a team;
- Valid drivers' license and use of vehicle preferred;
- Must submit to and pass a criminal record check.

Closing Date: until filled

Must submit resume to the Attention of Executive Director; Carol Camille by email to [info@lfcs.ca](mailto:info@lfcs.ca) or in person at the Lillooet Friendship Centre 357, Main Street, Lillooet.