

Kitchen Clerk

The Kootenay Co-op is looking for a **Part-Time Kitchen Clerk** to join the Food Services Team for **16-24 hours a week**! Do you enjoy working with food, being part of a team and have an eye for detail? Then this is the job for you! This is an **entry-level position**, and no previous experience is required as on-the-job training will be provided. We're looking for someone eager to learn, enjoys working in a fast-paced environment, and takes pride in preparing high-quality food. This position is ideal for students, with after-school and weekend availability required.

SKILLS AND QUALIFICATIONS

- Food Safe Level 1
- Good communication skills
- Knowledgeable about food products served
- Ability to work well both independently and as part of a team
- Precise + consistent execution of recipes
- Ability to multitask
- Ability to perform well under production deadlines
- Merchandising and detail orientated skills

DUTIES + RESPONSIBILITIES

- Prepare all recipes efficiently and accurately as instructed
- Safely operate all commercial kitchen equipment
- Ensure product rotation, due dates, labelling accuracy, product consistency and quality
- Comply with operational standards, Co-op policies + provincial health regulations
- Inspect product for quality and consistency before packaging
- Ensure all product signage is accurate
- Count, receive and stock products from vendors
- Will keep all Grab and Go areas full and front and faced on a regular basis
- Provide excellent customer service

WHY WORK AT THE KOOTENAY CO-OP?

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health + dental benefits when working full time, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop & work.

Rate: \$18.25 - \$20.00, depending on experience

This position is for **16 – 24 hours per week**. After-school and weekend availability required.