



Internal/External Posting Unionized Relief Cook 2 Vacancies

Nellie's is a place of respite and rejuvenation for women* and their children navigating a variety of challenges. Through community outreach, skill-building programs, and space for the unhoused to find shelter, clients are empowered to take steps to change their lives. We welcome people who seek guidance as they reclaim their strength and tap into their resilience to find a new path for their life. The individuals who come through the shelter or access our community outreach programs come to us with unique experiences and needs. Nellie's mandate to help ALL women and their children, regardless of circumstances is what makes the organization's work essential.

*Nellie's affirms the inclusion of trans women and non-binary people in our vision of who we serve and support.

Nellie's is currently seeking a Relief Cook to join our team on an occasional, on-call basis. In this role, you will be responsible for preparing nourishing meals for our 38 shelter residents. Please note that this position requires the ability to lift 10 to 15 lbs. At Nellie's, we are deeply committed to cultivating an agency that truly reflects the women we serve.

JOB DESCRIPTION

1. Menu Planning and Meal Preparation

- Plan daily shelter menus in consultation with the supervisor.
- Modify meals to accommodate dietary restrictions and vegetarian diets.
- Conduct regular inventory of the pantry, fridges, and freezers.
- Receive and properly put away food deliveries according to shelter policy.
- Perform other related duties as assigned.

2. Cleaning

- Clean and maintain all kitchen, pantry, and food storage areas (including appliances) to City Public Health Standards.
- Sanitize all cookware, dishes, and workstations after each meal.
- Empty kitchen garbage bins regularly throughout the shift.
- Promptly clean up spills in refrigerators and freezers.
- Strictly adhere to all shelter Food Hygiene Regulations.

3. General

- Work cooperatively and professionally with all staff and residents.
- Report any kitchen, health, or safety repair needs immediately to the supervisor.
- Restock food supplies in the main kitchen, first floor, and emergency storage rooms.

- Assist with other shelter operations and duties as assigned.

Qualifications:

- Excellent cooking abilities, including experience preparing a variety of comforting, cultural cuisines.
- Previous experience comfortably planning menus and cooking for groups of 30 or more.
- A deep commitment to, and practical experience with, anti-oppressive practices.
- Clear, compassionate, and effective oral communication skills.
- Ability to lift up to 10–15 lbs to handle kitchen deliveries and supplies.
- Flexible availability, including the ability to work weekends.
- Valid Food Handling Certificate (Required).

Hours: On Call, no fixed hours

Salary: \$27/hour

Date of Posting: September 3rd, 2026

Deadline of Applications: Until filled.

Nellie's is committed to the development of an agency that reflects the women it serves. This position is open to all women*. Woman* signifies anyone who self-identifies as female, femme and/or woman. This includes transwomen, cisgender women, non-binary people who identify as femme or female presenting. Applications from equity seeking groups are strongly encouraged.

Please submit your application by email to hr@nellies.org. Only candidates selected for an interview will be contacted. The successful candidate will be required to provide a Police Records Check for the Vulnerable Sector prior to starting.

Nellie's is a unionized workplace represented by the Workers United Canada Council, and this position is part of the bargaining unit.