



# Head Cook

## Full-Time

Port Hardy and North Island  
Port Hardy

Tuesday May 26, 2026

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\$26 - \$30/ hour (\$26.73)

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**Company:** The Salvation Army

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**Website:**

[https://salvationarmyca.wd3.myworkdayjobs.com/tsacb/job/PORT-HARDY-BC/Head-Cook\\_JR111099](https://salvationarmyca.wd3.myworkdayjobs.com/tsacb/job/PORT-HARDY-BC/Head-Cook_JR111099)

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**Industry:** Social Services

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**Remote/Camp Based Job:** No

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**How to apply:**

Interested applicants must submit a cover letter & resume to: EMAIL: Emily.Keamo@salvationarmy.ca Applications can also be submitted in person Monday through Friday, from 8:00 a.m. to 4:00 p.m., at: Centre of Hope - 7305 Market Street, Port Hardy, BC

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**Attachment:** [20260526 - Head Cook - Job Posting - NIEFS.pdf](#)

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**Expiry Date:**

Tuesday, June 09, 2026

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**Details:**

**RESPONSIBILITIES & EXPECTATIONS:** The Centre of Hope is a year-round drop-in centre which provides programs, resources, and services to the Mt. Waddington Region. The Cook prepares and delivers nutritious meals according to established menus and in compliance with relevant food service and safety regulations. The incumbent is responsible for ordering supplies and adjusting menus as necessary. **THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR:**

- Preparing and presenting nutritious meals for the community and our sheltering programs.
- Ensuring food services comply with Food Safe regulations, Canada Food Guide, and approved menu plan. Log all data as required for the kitchen.
- Makes use of and decides on the best use of resources, including donations to minimize waste.
- Ensuring food service purchases remain in line with a monthly budget.
- Ensuring preventative maintenance procedures are followed for all food-services equipment.
- Maintaining Food Services area and equipment to a high standard of cleanliness.
- Daily cleaning of the facility as outlined in the task list.
- Perform all other job-related duties as required.

Successful candidates, prior to hiring, will be required to provide a criminal record check and a clear vulnerable sector screening. As per

Salvation Army policy, there is a three-month probationary period for employment, but after its successful completion, this position would include Full-Time Benefits. The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements. Please email [Recruitment.Accommodations@salvationarmy.ca](mailto:Recruitment.Accommodations@salvationarmy.ca) if you have a need for any accommodation and we will be pleased to discuss this with you. We thank all applicants, however, only those candidates to be interviewed will be contacted.

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**Qualifications & Experience:**

- Completion of high school, grade 12, or equivalent plus post-secondary education in Food Services or specialized Food Service courses of up to six (6) months.
  - One to three years of prior cooking experience.
  - Food Safe Level 1.
- (Alternative combinations of education and experience may be considered.)
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