



United Way
British Columbia



**LITTLE MOUNTAIN
NEIGHBOURHOOD HOUSE**
NEIGHBOUR HELPING NEIGHBOUR

Canada



This program is funded by the Government of Canada
and the Province of British Columbia.

Food Operations Assistant – Low Intensity (200 Hours) United Way Work Experience Opportunities Grant (WEOG) 2026-2027

Little Mountain Neighbourhood House Society (LMNHS) has been an integral part of the Little Mountain/Riley Park communities for the past 45+ years, providing free or low-cost social support programs for older adults, families, children, and youth. Rooted in social justice values, we facilitate social connectedness and target our programs to the whole community. LMNHS provides social, educational, cultural, and recreational programs and initiatives that strengthen neighbourhood life for a diverse group of community members.

The **Food Operations Assistant** is responsible for planning, organizing, and preparing snacks and lunches for our summer programs' participants. The Food Operations Assistant brings creativity and curiosity for providing meals for children and youth, joining a dynamic team keen on creating memorable experiences for participants.

Duties and Responsibilities

- Assist in the design of menu planning, grocery ordering
- Assist in the preparation of food for children and youth
- Assist in the organization of food delivery
- Guide youth volunteers in preparing nutritious snacks and lunches
- Maintain the cleanliness of food preparation and food storage areas
- Assist in the development of food serving strategies and processes
- Work with program staff to ensure coordination of food service and cleanliness
- Develop trusting relationships with children and youth volunteers

Qualifications

- A valid clear criminal record check (including working with vulnerable populations) is required
- Valid Food Safe Certification or the willingness to obtain is required
- Familiarity with Microsoft Suite (Outlook, Teams, Word, Excel and MS Forms)
- Demonstrates ability to work independently and in a team environment, takes initiative and is resourceful
- Punctual and Reliable team player
- Demonstrates strong organizational and time management skills to coordinate snacks and mealtimes



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About this funded opportunity:

Please note that this Work Experience Placement will receive a stipend. This is not a wage or salary. This position is funded by the United Way Work Experience Opportunities Grant (WEOG) and is open to individuals who receive:

- BCEA recipient or qualified to receive assistance under the Employment and Assistance Act; or
- On disability assistance or qualified to receive assistance under the Employment and Assistance for Persons with Disabilities Act; or
- Hardship Assistance (HA) recipients
- Income assistance through the Person with Persistent Multiple Barriers to Employment (PPMB) benefit
- Qualified to receive assistance from a Treaty First Nation that is funded through the Federal Department of Crown-Indigenous Relations and Northern Affairs Canada; or
- Qualified to receive assistance from a First Nation Administering Authority that administers an Income Assistance Program on behalf of Indigenous Services Canada.
- Each participant must be legally able to work in British Columbia.
- Indigenous people receiving equivalent federal assistance, can participate in work experience projects that occur only on Indigenous reserves or Treaty Lands.

Total grant hours: 200 hours

Working Days: Monday to Friday (~20 hours/week)

Anticipated working hours: 9:15am-2:45pm

Eligible participants will receive a monthly stipend as remuneration. The maximum stipend for this work experience will be \$3,000 in total.

Anticipated Start Date: June 22nd, 2026

Anticipated End Date: Aug 28th, 2026

This work experience opportunity will remain open until filled.

To apply and/or if you have any questions, please email us at WEOG@lmnhs.bc.ca