



Dan's Legacy – Assistant Cook Instructor Job Description

Position Summary:

Dan's Legacy is seeking an Assistant Cook Instructor to support the delivery of our trauma-informed culinary job skills training program for youth ages 15–25. Working under the direction of the Lead Chef Instructor, the Assistant Cook Instructor provides hands-on culinary instruction, mentors training program participants, and supports the daily operation of Dan's Diner and catering services.

Dan's Legacy's program is designed to provide life-skills and job-skills training to at-risk youth with barriers to employment. Graduating participants in the program can progress to higher levels of academic training offered by colleges and universities, such as Professional Chef Training at Vancouver Community College, for example.

We are looking for a professional cook with experience supporting youth develop culinary skills, workplace readiness, confidence, and independence. The Assistant Cook Instructor models professional kitchen practices, reinforces food safety standards, and helps create a safe, inclusive learning environment. The position also provides operational support and assumes leadership responsibilities in the absence of the Lead Chef Instructor.

This Position Reports Directly To: Program Manager – Job Skills Training Programs

Locations: 150–131 11th Street, New Westminster & 3690 Vanness Ave, Vancouver

Employment Type: Full-Time

Term: Fixed term until March 31, 2027 (with potential for extension)

Salary Range: \$50,000 – \$53,000 per annum

Duties & Responsibilities:

Program Leadership & Instruction

- Deliver hands-on culinary instruction under the guidance of the Lead Chef Instructor.
- Coach, mentor, and supervise participants during food preparation, kitchen operations, and catering activities.
- Reinforce workplace expectations, professional behaviours, food safety, and customer service standards.
- Support participants in developing confidence, independence, teamwork, and employment readiness.
- Adapt teaching approaches to accommodate individual learning needs and barriers.



- Foster a safe, respectful, trauma-informed, and culturally inclusive learning environment.
- Provide constructive feedback and encourage continuous skill development.

Kitchen Operations & Food Production

- Support daily food production for Dan's Diner, catering services, and community meal programs.
- Assist with menu preparation, food preparation, inventory management, receiving deliveries, and stock rotation.
- Maintain organized, clean, and safe kitchen workspaces.
- Ensure compliance with FoodSafe regulations, sanitation standards, and organizational policies.
- Assist with opening and closing kitchen procedures.
- Monitor equipment and report maintenance concerns.

Program Support

- Assist the Lead Chef Instructor in planning daily learning activities and kitchen production schedules.
- Monitor participant attendance, engagement, and workplace performance.
- Document participant progress and observations using ShareVision and other organizational systems.
- Collaborate with Employment Coaches and program staff to support participant success.
- Participate in team meetings, program planning, and continuous improvement initiatives.

Leadership Support

- Provide day-to-day guidance to participants, volunteers, and relief staff.
- Lead kitchen operations when delegated by the Lead Chef Instructor.
- Assume operational leadership during the Lead Chef Instructor's absence.
- Model professionalism, teamwork, accountability, and positive workplace culture.
- Support onboarding and orientation of new instructional staff as assigned.

Administration & Documentation

- Maintain accurate documentation related to participant progress, attendance, production records, inventory, and incident reporting.
- Complete required administrative duties within established timelines.
- Participate in program evaluation and quality improvement activities.
- Perform other related duties as assigned.

Working Conditions:

- Work is performed primarily in a commercial kitchen and training environment.
- Regular standing, lifting (up to 50 lbs), bending, and repetitive movements.

*We respectfully and gratefully acknowledge that our work takes place on the
unceded and traditional territory of the Coast Salish peoples.*



- Exposure to hot surfaces, kitchen equipment, cleaning chemicals, and food allergens.
- Evenings, weekends, and early mornings for catering and special events.
- Travel between Dan's Legacy program sites may be required.

Qualifications & Requirements:

- Minimum 3 years of commercial kitchen experience.
- Experience mentoring, coaching, or training others in a workplace or educational setting.
- FoodSafe Level 1 certification (Level 2 considered an asset).
- Valid BC Class 5 Driver's Licence and ability to travel between program sites.
- Successful Criminal Record Check, including Vulnerable Sector Screening.
- Proficiency using Microsoft Office, email, and electronic documentation systems.
- Preferred
- Experience working with youth or individuals facing barriers to employment.
- Experience in employment training, social enterprise, nonprofit, or community-based programs.
- Knowledge of trauma-informed and culturally safe practices.

Interpersonal Skills:

- Attention to detail
- Organizational skills
- Problem solving skills
- Ability to work independently
- Adaptability & flexibility
- Teamwork & co-operation
- Dependability & responsibility
- Strong communication skills

About Dan's Legacy:

Dan's Legacy provides trauma-informed and culturally sensitive counselling, outreach and job-skills training to youth at risk in Metro Vancouver. These young people, aged 15 to 25, are at significant risk of overdose, self-harm, homelessness, and suicide. Dan's Legacy's therapy and outreach teams go directly to the youth, our wait list times are minimal, and all our programs and services are free. In 2025, Dan's Legacy helped over 700 youth stabilize their mental health, and begin working towards their educational, employment and recovery goals. For more information about Dan's Legacy: www.danslegacy.com

Dan's Legacy is an equal opportunity employer, and we seek to hire employees who reflect the diversity of our clients – Indigenous, Black, Hispanic, South Asian and LGBTQ2S+ people are encouraged to apply. We respectfully and gratefully acknowledge that our work takes place on the unceded, and traditional territory of the Coast Salish peoples.



All employees are required to be immunized against COVID-19 and other vaccine-preventable diseases. These include, but are not limited to, measles, mumps, rubella, Hepatitis B, whooping cough (pertussis), and chickenpox (varicella).

We understand that there may be circumstances preventing vaccination. Dan's Legacy will review accommodation requests from staff who can provide reasonable justification for not being vaccinated. Please be aware that your vaccination status for these preventable diseases may be requested for work in certain facilities and locations.

While Dan's Legacy does not formally request proof of vaccination at the start of employment, the Foundation may require this proof to be provided throughout your employment due to the nature of our work. As we work with vulnerable populations and occasionally operate in healthcare facilities, Dan's Legacy follows the same vaccination protocols as the Province of BC.

Cook Training Program / Dan's Diner Social Enterprise

Dan's Legacy's Cook Training and Dan's Diner Social Enterprise job-skills programs provide clinically supported training in cooking skills to youth aging out of care, Indigenous youth, young women survivors of gendered abuse and new Canadians. The Cook Instructor, supported by Dan's Legacy's counselling and outreach team, works with a cohort of young adult students with various mental health challenges in the Cook Training program. Training is provided to the Cook Instructor from the counselling team to learn best practices in supporting youth with trauma-based mental health challenges.

Dan's Legacy knows that at-risk youth need opportunities to not only maintain their mental wellness but also grow and thrive in the community. The Dan's Legacy job-skills training programs are designed to provide youth with the training they need to work immediately in the hospitality industry, or move on to further post-secondary culinary skills training, eventually obtaining Red Seal Certification.

The entire program operates with clinical support from Dan's Legacy's therapists and social work/outreach teams, ensuring the youth have mental health counselling support before, during and after the training. This position reports to the Program Manager Dan's Diner, and is responsible for a variety of tasks, managing staff and clients, building program awareness and structure.