COLUMBIA BIBLE COLLEGE

Equipping people for a life of discipleship, ministry, and leadership in service to the church and community

Cook

Department:	Food Services
Reports To:	Manager of Food Services and Head Chef
Classification:	Staff, Non-management
Hours:	Full-time and Part-time positions available
Shifts:	Between 6:00 AM and 7:00 PM, weekdays and/or weekends
Term:	Permanent
Salary Range:	$19 to $24 per hour (depending on qualifications and experience)
Location:	On-site, Abbotsford, BC

Role Purpose

The Cook is a vital part of Columbia Bible College's food services team—preparing high-quality meals that nourish our campus community and create a welcoming dining experience for students, staff, faculty, and guests. This role is hands-on and fast-paced, requiring solid culinary skills, a collaborative spirit, and a genuine desire to serve others through excellent food.

Working under the direction of the Manager of Food Services and Head Chef, you will contribute to daily meal preparation across the Columbia Cafeteria and catering operations for campus events and conferences. Whether you're cooking for students on a Tuesday morning or helping execute a Saturday evening banquet, your work directly supports our mission of equipping people for lives of discipleship, ministry, and leadership.

The Opportunity

We are building a culinary team that takes pride in serving a campus community of students, staff, and guests who gather around the table every day. With new leadership shaping the direction of food services at CBC, this is an exciting time to join a team that is raising the bar on quality, creativity, and hospitality.

Whether you're looking for full-time stability or a part-time schedule that fits your life, we have positions available with shifts between 6:00 AM and 7:00 PM on weekdays and weekends. For the right candidates, this is an opportunity to grow your craft, contribute to meaningful community, and be part of something bigger than a kitchen.

Who We're Looking For

We're seeking cooks who bring skill, energy, and heart to their work—people who understand that preparing good food for others is an act of care and service. You take pride

in your craft and find satisfaction in a well-executed meal, a clean station, and a team that works well together.

The ideal candidate demonstrates:

- A heart for Christian higher education and genuine care for the students and community you serve
- Solid cooking fundamentals with a willingness to learn, improve, and try new things
- Reliability and consistency—you show up prepared and ready to contribute
- A collaborative, team-first attitude that makes the kitchen a better place to work
- Attention to detail in food quality, safety, cleanliness, and presentation
- Flexibility and composure in a fast-paced environment with shifting priorities
- An obvious love for the church and desire to serve in a faith-based community

Key Responsibilities

Food Preparation & Production

- Prepare and cook menu items according to standardized recipes, maintaining consistency in quality, taste, and presentation
- Assist with daily meal production for cafeteria service and catering events
- Follow production schedules, adjusting preparation as needed based on demand and event requirements
- Prepare ingredients through washing, peeling, cutting, portioning, and other prep tasks as assigned
- Operate kitchen equipment safely and efficiently, including ovens, grills, fryers, steamers, mixers, and slicers
- Contribute ideas for menu improvements, seasonal specials, and creative offerings

Food Safety & Sanitation

- Maintain rigorous food safety standards in accordance with BC health regulations and HACCP principles
- Monitor food temperatures during preparation, cooking, holding, and service to ensure compliance
- Practice proper food handling, storage, labelling, and rotation (FIFO) to minimize waste and maintain freshness
- Maintain a clean, organized, and sanitary work station throughout each shift
- Follow all workplace safety protocols to prevent accidents and injuries
- Participate in regular cleaning duties including equipment, floors, storage areas, and common spaces

Team Collaboration & Service

- Work collaboratively with front-of-house and back-of-house team members to ensure smooth, timely meal service
- Communicate effectively with the Head Chef and team leads regarding production needs, inventory levels, and operational issues
- Assist with receiving, inspecting, and properly storing food deliveries
- Support catering setup, execution, and cleanup for campus events, conferences, and special functions

- Provide friendly, professional service when interacting with students, staff, faculty, and guests
- Participate in team huddles and contribute to a positive, mission-driven team culture
- Perform other related duties as assigned

Our Core Values

Columbia Bible College is shaped by four core values that guide everything we do. We seek team members who embody these values and who see excellence as a form of worship:

Following Jesus Wholeheartedly: We worship Jesus Christ as the one true King and seek to model a life that embodies his transforming work in the world.

Pursuing the Truth with Humility: We are curious and courageous, seeking truth, building trust, and bearing witness to what we believe by the power of the Holy Spirit.

Caring for the Good and Growth of One Another: We believe people matter because they are created in the image of God. We invest in relationships, pursue growth, and seek to cultivate a Christ-centered community.

Doing Together What Needs to Be Done: We commit to and engage in God's holistic mission to reconcile all things to himself; together we lean in, and together we serve.

*In all we seek to **Serve with Excellence:** We believe that excellence in our work honors God and serves those around us. We bring our best to every task, not out of perfectionism, but as an act of worship and stewardship.*

Professional Skills and Qualifications

Required

- Previous cooking experience in a commercial kitchen, institutional dining, restaurant, or catering environment
- Working knowledge of food preparation techniques, cooking methods, and kitchen equipment operation
- Understanding of food safety principles, safe food handling, and sanitation practices
- Ability to follow standardized recipes and maintain consistency in food quality and presentation
- Strong attention to detail and commitment to cleanliness
- Ability to work in a fast-paced environment, manage multiple tasks, and meet deadlines
- Reliable, punctual, and able to work scheduled shifts including early mornings, evenings, and weekends
- Physical ability to stand for extended periods, lift up to 50 pounds, and work in varying temperatures
- Positive attitude and ability to work well as part of a team

Preferred

- Culinary diploma, certificate, or Red Seal certification
- Food Safe Certificate (required within 30 days of hire if not already held)
- Experience in institutional or high-volume food production environments
- Familiarity with dietary restrictions, allergen management, and nutritional considerations

- Experience with catering and event food service
- WHMIS certification

Faith and Character

All employees must be in agreement with and committed to each of the following:

- CBC Mission Statement
- BCMB or MCBC Confessional Statement
- Responsibilities of Community Membership Statement
- The Association of Biblical Higher Education (ABHE) Tenets of Faith
- Active participation in a local Christian church

What We Offer

- **Purpose-Driven Work:** Contribute to an organization that is shaping the next generation of Christian leaders
- **Flexible Scheduling:** Full-time and part-time positions with daytime shifts that work with your life
- **Growth Potential:** Develop your culinary skills under new leadership that is investing in the team and raising the standard
- **Christian Community:** Work alongside colleagues who share your faith and values in a supportive campus environment
- **Benefits:** Eligible full-time employees receive extended health and dental coverage, employer-matched pension plan, and tuition discounts
- **Campus Amenities:** Access to gym facilities, library, and cafeteria discounts
- **Meals on Shift:** Enjoy meals during your working hours

How to Apply

Please submit your resume and a cover letter explaining your interest in this position and how your experience aligns with Columbia Bible College's mission. Applications should be sent to:

people@columbiabc.edu

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Columbia Bible College is committed to creating a diverse environment. All qualified applicants will receive consideration for employment consistent with our faith-based requirements.