

# Start Me Up Niagara Food Program and Kitchen Coordinator



## JOB DESCRIPTION

<b>TYPE OF POSITION:</b>	Full Time
<b>LENGTH OF TERM:</b>	Contract
<b>REPORTS TO:</b>	Program Manager
<b>CLOSING DATE:</b>	Until Filled

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## Position Summary:

Start Me Up Niagara's Resource Drop-In Resource Centre is home to a dedicated team who strive to provide encouragement, support, and assist with the immediate needs of person's struggling with significant life challenges. Many of these adversities include: mental issues, addiction, homelessness, and poverty. Participants visit the Resource Centre to access basic needs, connect with workers, and get referrals to other community resources. The staff of the Resource centre practice a harm reduction and client-centered approach to service, encouraging participants to develop their own goals and work with them to achieve those goals.

The Food Program and Kitchen Lead will ensure that the program is responsive and geared towards providing nutritious foods to participants.

## Responsibilities:

The job description outlined below is intended to be a guideline for the many tasks that this position entails and may be reasonably modified as program needs changes.

1. Develop and manage all food related program activities and events within SMUN,
2. Oversee operation and maintenance of food program
3. Provide feedback and sign off on record for interns/ students within the food program/kitchen
4. Manage annual costs and budget for events and inventory
5. Directing day-to-day operations, food and menu preparation
6. volunteers training and development as needed
7. Purchase and inventory management for Centre and food program
8. Inspecting workstations to ensure clean, sanitized and appropriately prepped work surfaces prior to food preparation
9. Build connections with community partners
10. Responsible for receiving and unloading donations
11. Work under the direction of the Resource Drop-in Centre Team Lead and Program Coordinator and in cooperation with other program staff to prepare adequate, safe and healthy meals as required on weekends and holidays
12. Responsible for encouraging volunteering
13. Create and maintain systems for labelling and storing all food, including donated food, in pantries, freezers and walk-ins

14. Create and maintain cleanliness & sanitation systems and guidelines for all staff and volunteers to follow in accordance with Niagara Region Public Health standards and other legislative requirements
15. Create recipes, prepare advance menus and shop for affordable and healthy food and supplies
16. Assist with meals for special events, including the pasta supper
17. Ensure proper usage, cleaning and maintenance of kitchen appliances. Recommend repairs and new equipment when needed.
18. Teach prep skills, safe food handling and other kitchen related skills to volunteers, students and in classes
19. Provide input into and administering assigned budget, ensuring expenditures are controlled and maintained within budgetary guidelines
20. Provide support to the Resource Development Manager in the preparation and reporting of various contracts for grants, funders, and foundations related to the food program
21. Maintain a welcoming, safe environment that respects choice
22. Seek out knowledge of community resources and professional development opportunities and recommend new programs and ideas based on the needs of the community
23. Maintain a healthy and safe working environment
24. Other duties as deemed appropriate and in consultation with the Program Manager

**Qualifications:**

- Completed post secondary education in relevant field
- Past experience as a Food Program and Kitchen Lead
- Valid Food-Handlers certificate
- Possess an understanding of the needs and challenges of people living in poverty with mental health issues, substance misuse issues, and homelessness.
- Literacy in Microsoft Office Suite (Word, Excel, Outlook)
- Experience working with above named marginalized groups a plus
- Excellent customer service skills
- Ability to effectively communicate with the kitchen staff
- Superior attention to detail
- Proficient with budgeting
- Available to work weekends and holidays

**Requirements:**

- Have strong written, interpersonal, and oral communication skills
- Have a positive, non-judgmental attitude toward others
- Must be able to remain calm in stressful situations
- Ability to multi-task, prioritize and delegate staff and volunteers in an ever-changing environment
- Schedule staff according to changing environment and staffing needs
- Work as an effective team player with Centre staff, agency staff and management
- Ability to work collaboratively with community partners
- Ability to make connections with donors and future donors for the entire agency
- Demonstrated skills in problem solving and decision making under pressure
- Ability to work as a team and on your own with little supervision
- A satisfactory Vulnerable Sector Criminal Records Check is required if hired
- Effectively manage administrative tasks
- Ability to work a flexible schedule
- Possess a valid G-class drivers licence with a clean driving record

- Able to work legally in Canada

**How to Apply:**

Applicants are invited to email a cover letter and resume to [tbenjamin@startmeupniagara.ca](mailto:tbenjamin@startmeupniagara.ca) with the subject line "Food Program and Kitchen Lead".

We thank all applicants, however only those who are selected for an interview will be contacted

**Accommodation**

Accommodation provided during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

Start Me Up Niagara is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations within reason due to a disability or medical need are available on request for candidates taking part in the recruitment process.