

**POSTING****Food Services Coordinator**

The Kerrisdale Community Centre Society is looking for a Food Services Coordinator to manage the kitchen at the Centre. The Coordinator is responsible for planning, coordinating, and overseeing all aspects of the seniors' lunch program, which serves an average of 125 people each day Monday – Saturday, including managing staff and volunteers effectively, and contributing to the well-being of our patrons at this community services facility.

Considerable independent action and judgement are exercised in day-to-day activities related to kitchen operations. Policy matters and unusual situations are discussed with a supervisor who reviews work for quality and effectiveness. Flexibility, serenity, and a positive attitude to providing service to the senior clientele are essential.

Salary range: \$50,500 - \$55,575 depending on qualifications. For full details of this position, go to <https://kerrisdalecc.com/get-involved/employment/>.

Please send applications to the Personnel Committee, Kerrisdale Community Centre Society @ [kerrisdalecommunitycentre@gmail.com](mailto:kerrisdalecommunitycentre@gmail.com) no later than 31 May 2023.



## **FOOD SERVICES COORDINATOR**

### **POSITION DESCRIPTION**

The Kerrisdale Community Centre Society provides a seniors lunch program Monday – Saturday at the community centre attended by an average of 125 people each day. (Dining room and take out service) The Food Services Coordinator manages the daily operation of the seniors' kitchen at the Centre, and is responsible for planning, coordinating, and overseeing all aspects of food service operations for this community services facility, including managing staff and volunteers effectively, and operating the kitchen in an efficient and fiscally responsible manner

Considerable independent action and judgement are exercised in day-today activities related to kitchen operations. Policy matters and unusual situations are discussed with a supervisor. Flexibility, serenity, and a positive attitude to providing service to the senior clientele are essential.

### **RESPONSIBILITIES INCLUDE:**

#### Menu Planning

Plans a monthly menu, including special luncheons, ensuring optimal nutrition and enjoyable food, taking into consideration texture, aroma, flavour and colour  
Plans meals to ensure that expenses remain within allotted budget

#### Food Preparation

Is responsible for preparation of meals and coffee bar provisions  
Packages take-home meals as required  
Plans and prepares food for special events: e.g., Board meetings

#### Staff (Dishwasher, kitchen helper) and Volunteer Supervision ((servers, food preparation, bus people; approx. 20)

Plans, assigns, supervises and participates in the work of kitchen staff and volunteers engaged in preparing, serving and selling food;  
Trains and schedules staff and volunteers; participates in recruitment.  
Ensures compliance with health regulations, safety practices and established standards for food handling  
Provides an enjoyable work environment for kitchen staff and volunteers  
Articulates volunteer needs, maintains and communicates volunteer schedule with Seniors Programmer  
Communicates with Seniors Programmer re: special approach needed or any problems experienced with volunteers  
Supervises the serving of lunch

#### Shopping

Coordinates shopping and delivery of food and beverages



Purchases speciality items and fresh items as required  
Orders, receives and inventories food stores  
Ensures the proper handling and storage of food and the rotation of perishable items  
Ensures the maintenance and repair of kitchen equipment and makes recommendations on the purchase of new equipment  
Procures cleaning supplies as needed

#### Record Keeping

Provides receipts of food items purchased to the Seniors Programmer & Accountant  
Monitors invoices for accuracy  
Keeps records of successful menus  
Keeps records of meals for special events  
Keeps records of kitchen equipment for inventory  
Organizes food stock  
Maintains a small cash float  
Monitors expenditures within assigned budget;

#### Other Related Duties

Completes weekly and monthly tasks required for kitchen clean-up  
Keeps kitchen and storage areas clean and tidy  
Operates standard kitchen equipment including dishwasher, meat slicer, food processor, cold and hot service table, and others  
Freezes at least one entrée to be kept on hand if unable to come to work  
Secures premises at the end of the shift  
Ensures kitchen laundry is maintained  
Completes other related duties as required

#### **REPORTING RELATIONSHIP:**

The Personnel Committee of the Society is responsible for the Food Service Coordinator; day-to-day supervision of the position is provided by the Seniors Centre Recreation Programmer.

#### **QUALIFICATIONS:**

##### Required Knowledge, Abilities and Skills

Thorough knowledge of the methods, practices, materials, procedures and equipment used in food services and catering operations for a community services facility  
Thorough knowledge of health regulations pertaining to the preparation, storage and serving of food  
Considerable knowledge of food preparation techniques and nutritive value  
Ability to supervise and train staff and oversee the work of volunteers effectively  
Have a calm manner with a positive attitude to providing service to the senior clientele

##### Desirable Training and Experience

Diploma in a food services related community college course, or equivalent



A minimum of three years' experience in food preparation, or an equivalent combination of training and experience

Food Safe Certificate Level 1 required; Level 2 preferred

## **10. TERMS OF EMPLOYMENT**

**HOURS:** 40 hours per week

**SALARY:** \$50,700 - \$55,575 +16% annually. The Society pays employer share of CPP, EI and Work Safe BC premiums on behalf of the employee. Income tax and statutory deductions will be applied to each biweekly pay cheque. Employee receives 6 days paid sick leave and 3 weeks paid vacation each calendar year. Vacation time may not be carried over without the consent of the Society's Treasurer. The Society reserves the right to require a doctor's note should sick leave impact work performance.

Time sheets must be submitted every two weeks and signed off by the Seniors Centre Recreation Programmer. After the initial three months probationary period has been completed, performance reviews will be conducted annually. The Society reviews the salaries of its employees each year.

