

LIFE AFTER FIFTY
635 McEwan
Windsor, Ontario N9B 2E9

JOB DESCRIPTION – KITCHEN COORDINATOR

Position Summary:

The Kitchen Coordinator is responsible for the overall implementation of the café including menu planning, cooking, volunteer supervision and shopping. Ability to cater larger events is also required. Hours per week: 28 hours (8:30am – 1:30 pm, Monday, Tuesday, Wednesday on-site and shopping). Valid drivers' license and use of a vehicle is required. Reports to the Director, Programs and Services.

Duties:

1. To plan and prepare tasty and nutritious meals, including one full course luncheon per day, plus soup and sandwiches, snacks, tea and coffee.
 - a) Plans a daily menu within a specific budget and prepares high quality, tasty meals following the monthly menu.
 - Meet with volunteers to plan daily menu keeping in mind volunteer skills and interests.
 - Choose a variety of meals that are nutritious and geared to the taste of older adults.
2. To plan the menus for Special Event Meals in collaboration with appropriate staff.

Special Event Meals

- Confer with Staff re:
 - Scheduling of Special Event Meal
 - Menu Ideas
 - Potential # of participants
 - Per meal cost and ticket price
 - Serving logistics
 - Number of volunteers required
 - Volunteer duties
 - Schedule volunteers
3. To be responsible for the preparation of a weekly grocery list required for menu and any other special events at the Centres in collaboration with kitchen volunteers.
 - Keeping track of supply level and ordering when necessary
 - Grocery order and shopping for weekly meals as well as special events

JOB DESCRIPTION – KITCHEN COORDINATOR (PART-TIME)

4. To be responsible for the food and beverages to be prepared in the proper manner according to public health standards.
 - a) Operates the kitchen in compliance with regulations set out by the Public Health Unit and ensures that volunteers and staff comply with these regulations.
 - Label leftover foods with name, date and initials.
 - Storage, cooking, handling and food preparation is to be done according to Guidelines set by the Windsor Essex County Health Unit.
 - Refer to the Food Safety Certificate Manual.
 - b) Ensures that all kitchen equipment, i.e. stove, refrigerator, dishwasher, microwave etc., are kept clean and the food preparation and storage areas are well-maintained.
 - Advise Director, Programs and Services if the oven, stove top, refrigerator, freezers and toaster require additional cleaning or repair.
 - Establish a schedule for cupboards in all storage areas to be emptied and wiped with a mild bleach solution every two months.
 - Delegate wipe-down of counter tops and cutting boards with soap and mild bleach solution at beginning of day and after lunch clean-up or run through the dishwasher with sanitizing solution.
 - c) Ensures that dining room tables and table coverings are kept clean and sanitary and in good condition.
 - Delegate wipe-down of all table coverings, using a soap and mild bleach solution, first thing in the morning.
 - Ensure that condiment holders and “table talkers” are clean and available.
5. To be responsible for the accounting and management of monies disbursed and received in the production and sales of food and beverages.
 - a) Cost effectively orders/purchases food supplies for the preparation of daily needs and special event meals as required.
 - Aim for net profit of 50% per meal served
 - Maintain basic inventory of supplies
 - Maintain grocery shopping plan
 - Maintain basic shopping list
 - b) Maintains an inventory of kitchen equipment reporting changes to the Director, Programs and Services as required.

JOB DESCRIPTION – KITCHEN COORDINATOR (PART-TIME)

- Report problems with equipment to Director, Programs and Services immediately
- c) Accounts for disbursements and sales of food and beverages from the kitchen and at special events.
- Check float prior to lunch service
 - Ensure an order form is completed for each food and beverage item sold
6. To be responsible for the scheduling and support of kitchen volunteers.
- a) Orientates and supports the kitchen volunteers in food preparation, clean-up, and fosters a pleasant, team approach atmosphere in the kitchen.
- Confer with Volunteer Coordinator re: volunteers required.
 - Oversee volunteers:
 - providing orientation to kitchen facilities and duties to new volunteers.
 - fostering volunteers' creativity and independence in meal preparation.
 - teaching volunteers creative cooking techniques that promote nutritious and enticing meals.
 - nurturing team approach among volunteers who have a variety of skills and abilities.
7. To ensure that the dining and kitchen areas are clean, neat & tidy at all times and in accordance with public health regulations.

JOB DESCRIPTION – KITCHEN COORDINATOR (PART-TIME)

Qualifications:

- Grade 12 or equivalent
- Proven catering and cooking service experience utilizing commercial kitchen equipment, including menu planning and meal preparation within a budget.
- Demonstrated supervisory skills, ability and experience in a kitchen environment.
- Food Safety Certificate for Food Handlers, Supervisors and Managers
- Must have empathy for the needs of seniors; excellent interpersonal skills, and an ability to cope with emergencies.
- Be able to handle physical tasks requiring lifting
- Valid Driver's License and vehicle are required.
- Police clearance required