******Aboriginal Mother Centre Society** **2019 Dundas Street Vancouver V5L 1J5 Ph: (604) 558-2627 www.aboriginalmothercentre.ca**

**Job Title:** Community Kitchen Coordinator

**Department**: Kitchen

**Responsible to**: Transitional Housing Manager

**Time Commitment**: 37.5 Hours Weekly 10:00am-6:00pm Monday-Friday

**Key Responsibilities:**

* Lead the prepping, serving, and clean-up of the transitional housing community kitchen, 5 days per week
* Menu planning with the women in transitional housing
* Organize and circulate a weekly menu
* Build trusting relationships with staff, clients and community members
* Lead in coordinating community events and dinners as they are scheduled with the Kitchen assistant
* Empower and motivate women to participate
* Work as a team player
* Attend staff meetings and provide the day to day operations of communication, including possessing strong organizational and computer skills
* Budget for the bi-weekly shopping of groceries for the kitchen
* Transport weekly pickups from the Food Bank if needed
* Able to lift 30lbs.
* Able to manage time and complete tasks in the set amount of work hours each day

**General Responsibilities**: Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to:

* answering phone, taking messages
* helping other employees with organizing community events
* assist regardless of the program
* Due to the nature of the working with vulnerable populations, all AMCS staff is required to complete and pass a criminal record check