



Kitchen Coordinator

Job Type: Full-Time, Permanent (37.5 hours/week) 11 am-7pm

Language: English

Start Date of Employment: As soon as possible

Positions Available: 1

Deadline: November 8 2019

Responsibilities

Ordering groceries, Meal planning and Supporting women on budgeting skills

Healthy eating tips

Ability to multitask

Providing anti-oppressive support

Cleaning, organizing and Build trusting relationships with staff, clients, and community members

Empower and motivate women we serve

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 of food from the Food Bank

Able to manage time and complete tasks in the set amount of work hours each day

Due to the nature of working with vulnerable populations, all AMCS staff is required to complete and pass a criminal record check

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, and assist regardless of the program.

QUALIFICATIONS & ASSETS

- Minimum 2-3 years of working in a fast-paced kitchen
- Excellent client interactions skills
- Ability to work independently and as part of a team
- Excellent time-management skills with the ability to simultaneously manage multiple projects and meet deadlines
- Food Safe Certification is mandatory
- Completed culinary certification an asset
- Must have a valid class 5 driver's license
- Strong understanding of budget control, expenses, and allocations
- High proficiency with MS Office applications

Preference may be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code.