

## Kitchen Coordinator – Job Description

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### Title

Kitchen Coordinator – part-time 20 hours per/week over 5 days – temporary contract: 6 months with the possibility of extension.

### Reports To

Executive Director

### Summary

The Carpenter Hospice is a registered charity in the heart of Burlington, providing end of life and palliative care in a residential home like setting. The hospice comprises of 3 programs, Residential Care, Wellness and Bereavement Supportive Care.

The purpose of our kitchen is to provide meals for the residents, snacks and refreshments for families and visitors and light snacks for our Wellness and Bereavement programs. The kitchen is manned by a team of dedicated volunteers from 9am to 9pm over 3 shifts daily.

The part-time Kitchen Coordinator is a new role that would be responsible for coordinating, supervising and directing all aspects of kitchen operations, while maintaining high quality menu options and service levels. The Kitchen Coordinator is expected to maintain appropriate inventory and supply levels, create and prepare menu items appropriate for people receiving palliative care in an efficient manner. The Kitchen Coordinator is further required to ensure the safe and healthy preparation of meals and sanitation techniques at all times to avoid cross-contamination and the spoiling of food and beverages. Other duties may be required.

### Core Competencies

- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Problem Solving
- Decision Making and Judgement
- Operating Kitchen Equipment
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing
- Enforcing Laws, Rules and Regulations
- Coaching and Mentoring
- Communication
- Energy and Stress
- Team Work

# Carpenter Hospice

## Job Duties

- Oversee all kitchen operations ensuring healthy and safe work practices.
- Order inventory and create an inventory system for kitchen supplies, ensuring sufficient stock levels.
- Create, review and update menu options for residents receiving palliative care.
- Establish, implement and communicate menu recipe requirements.
- Work closely with the Coordinator of Volunteers regarding kitchen coordination.
- Provide ongoing kitchen training, knowledge transfer to the kitchen teams.
- Ensure the safe storage and disposal of food and beverages.
- Ensure preparation and cooking stations are stocked appropriately.
- Notify Leadership Team of any repairs or maintenance required for kitchen appliances and equipment.
- Enforce proper sanitation and preparation practices and procedures.
- Adhere to and enforce hospice policies.
- Other duties shall be assigned as required.

## Requirements

- Post Secondary diploma in Business Management, Culinary Arts or Hospitality considered an asset.
- Secondary School Diploma required.
- 3-5 years' Management experience in the Hospitality or Restaurant industry preferred.
- Smart Serve certification considered an asset.
- Demonstrated ability to lead and direct a team.
- Ability to work with volunteer teams.
- Ability to respond quickly in a dynamic and changing environment
- Knowledge of dietary needs for people with advanced disease an asset.
- Knowledge of cost analysis, fiscal management, and budgeting techniques.

## Work Conditions

- Manual dexterity required to operate various kitchen appliances and equipment.
- Interacts with staff, volunteers, management and the public at large.
- Competing priorities with medium control over individual priorities.
- Ability to lift up to 50 lbs.
- Standing and walking.
- Irregular shifts; evenings and weekends may be required.
- Fast-paced environment.