



Resource Assistance for Youth, Inc.

**Title:** Kitchen Coordinator

**Department:** Growing Opportunities

**Reporting to:** Growing Opportunities Manager, and the Director of Programs

## **JOB PURPOSE AND SUMMARY:**

The Kitchen Training Program provides youth facing homelessness and marginalization with specialized training to receive the fundamentals of food services. The Kitchen Coordinator manages and provides leadership regarding all aspects of the program and mentors youth who are seeking employment opportunities. The Kitchen Coordinator will work the team to ensure all youth are provided with the necessary training and supports to be successful. RaY is a fast paced environment which depends on reliable, open minded, flexible, and team oriented individuals *to provide youth with what they need, on their terms, to better their lives.*

**Hours:** Full-time, 37.5 hours weekly

**Hourly wage:** \$15-\$17 per hour

**Schedule:** Monday to Friday (9:30-5:30pm) some evenings and weekends may be required

## **RESPONSIBILITIES**

Reporting to and working in partnership with the Growing Opportunities Manager, the Kitchen Training Program Mentor is responsible for activities in the following key areas:

### **1. Program Implementation (30%)**

- Meal Planning and Preparation
- Create healthy and appetizing menus, using cost efficient methods
- Ensure the timely preparation and service of meals at RaY for:
  - The Hot Lunch Program: day, evening and weekend meals
  - The Outreach Program: sandwiches and snacks
  - Special Events/Catering: up to 300 or more people
  - Cooking Workshops: various topics and themes

### **2. Training and Education (20%)**

- Assist Growing Opportunities Manager in participant learning plans, ensure goals are met
- Prepare Life Skills Workshops related to cooking, nutrition, using Harvest Donations, grocery shopping and more.
- Work collaboratively with RaY program staff to meet the needs of RaY youth participants
- Attending morning staff meetings
- Attend training and workshops are required
- Supervise the Youth Trainees and volunteers working in the kitchen
- Assist in preparing youth trainee and volunteer schedules with assistance from the Growing Opportunities Manager and conduct performance evaluations
- Work with the Growing Opportunities Manager to address any staff management issues in a timely manner



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**3. Kitchen Maintenance (15%)**

- Oversee and/or perform general opening duties
- Oversee and/or perform general closing duties
- Ensure kitchen area, fridge, and freezer space are clean
- Ensure an adequate supply of cleaning and sanitation products are available for use in the kitchen

**4. Health and Safety (15%)**

- Communicate with MB Health Inspector in regards to all aspects of the kitchen
- Responsible for safe use of machines and equipment
- Ensure hygienic handling and storage of food items
- Ensure safe temperatures of beverages and food for serving
- Ensure kitchen/work stations are properly cleaned and sanitized
- Working with Office Manager and Growing Opportunities Manager, ensure that all relevant permits are regularly reviewed and up-to-date

**5. Youth Mentoring and Management (10%)**

- Mentor youth experiencing homelessness and/or marginalization as they seek to complete the Kitchen Training Program
- Create and optimistic working environment for youth trainees
- Treat all youth trainees in a fair and equitable manner
- Work within the core values of RaY
- Provide new challenges and chances within the work environment
- Monitor and modify daily tasks for most effective results
- Ensure youth are learning a wide variety of techniques within a working kitchen environment

**6. Food and Supplies (10%)**

- Ensure adequate supply of foods/material goods required according to the fluctuations of demand, with minimal waste
- Maintain all inventory and purchasing for the Kitchen Program
- Manage, pick-up and effectively utilize Winnipeg Harvest donations
- Ensure an adequate supply of product for next day service (including evening and weekend drop-in)
- Ensure inventory is reported to Growing Opportunities Manager on time
- Prepare weekly menus and daily preparation lists
- Engage youth in creative and nutritious meal planning
- Provide weekly recipes for youth trainees to add to their “recipe books”

**7. Community Engagement (5%)**

- Networking and building strategic relationships with potential employers and employment training
- Develop partnerships with community organizations and businesses
- Organize catering for community events

**8. Statistics and Reporting (5%)**

- Enter and update accurate statistical information into the database, as requested

**Perform other tasks as assigned.**



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## KNOWLEDGE, ABILITIES and SKILLS

### Required Assets

- Creative Problem solving
- Experience working with vulnerable youth or other at-risk populations
- Ability to work as a team player
- Ability to prioritize tasks, plan and organize effectively
- Possesses a highly developed attention to detail
- Ability to work independently
- Assertive, professional and positive, with an ability to lead in a stressful environment

### Desired Assets

- 3+ year experience in culinary/restaurant industry
- Previous management experience considered an asset
- Familiar with the Canadian Food Inspection Agency guidelines
- Knowledge of the Food Handling Establishments Regulation under The Public Health Act

### Education and Experience:

- Successful completion of the certified food handler training program
- Culinary diploma considered an asset; other combinations of education and experience may be considered
- Preferred Certification: WHMIS, First Aid, CPR
- Valid class 5 driver's license
- Criminal record check, child abuse check and driver's abstract
- Proficiency in MS Office and Google products

### Physical Demands and Work Environment

- Physical demands: sitting, walking, some lifting up to 20 lbs
- Work environment: an environment of high-stress and fast paced crisis intervention. Travel required to transport participants and conduct regular shopping errands/ harvest pick-ups

*Ray is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply.*

Please email your resume and cover letter *detailed the position title in the subject line* by **March.22<sup>nd</sup>, 2017 before 4:00 p.m.** to the Director of Programs, Nikketa Campbell at [ncampbell@rayinc.ca](mailto:ncampbell@rayinc.ca).

Thank you for your consideration