

Job Posting: Kitchen Coordinator

BC Schizophrenia Society of Prince George

BCSSPG is looking for a motivated individual with experience in managing and working in a commercial kitchen/restaurant setting to work as a Kitchen Coordinator for our “cost recovery” based café at the Activity Centre for Empowerment.

We are looking for an individual with a strong work ethic who wants to join our non-profit organization on a full-time basis and is passionate about providing supports and services to individuals in our community who are living with mental illness.

Must be over 18, have a valid Foodsafe certificate and a valid driver’s licence with access to a reliable vehicle. Experience working with volunteers and individuals with disabilities would be an asset.

This job requires varied work hours and may require some evening and weekend work. For a full job description please go to (bcsspgage.org/jobs.html)

Please submit resumes to nlong@bcsspqbranch.org by fax 250-562-8015 or in person at 1139 6th Ave, Prince George, B.C. to Attention Nansi Long. Only qualified candidates will be contacted for interviews

Job posting closes at 4:00pm December 15, 2021

Full Job Description

- Will report to Executive Director (ED)
- Will plan and implement weekly menu(s). All Menu’s subject to final approval of ED and will be adjusted as directed.
 1. Should be prepared for a minimum of 40-50 meals per day.
 2. Will be ready to adjust amount food prepared in response to lower or higher demand.
- Responsible for ensuring that cost recovery is being met.
- Will create shopping lists to acquire items necessary to implement menus. List(s) may be reviewed by ED to ensure cost recovery is being met.
- Will be responsible for shopping for or arranging for delivery of all necessary food and supplies for the kitchen.
- Ensure that we are using items in stock in a timely manner to prevent waste.
- Will be responsible for the cooking and preparation of food along with other staff and volunteers.
- Will be responsible for assigning all daily tasks to other staff and volunteers working within the kitchen. Before leaving for the day will ensure that a detailed task list has been created and posted for the next working day

- Will be responsible for ensuring all necessary paperwork (temperature charts) associated with the daily operation of the kitchen is completed in a timely manner.
- Will supervise staff and volunteers working in the kitchen to ensure all Foodsafe and Worksafe protocols are followed. Will report any unsafe or unhealthy working conditions immediately to ED
- Will be responsible for ensuring a regular cleaning schedule is implemented for all areas of the kitchen. Will regularly participate in cleaning of area(s) and all equipment.
- Will complete all tasks as assigned
- Will interact and communicate with all co-workers and volunteers in a respectful and appropriate manner.
- Will report any conflicts with co-workers or volunteers. Will follow the conflict resolution policy.
- Will be responsible for scheduling all volunteers and staff working within the kitchen program. All schedules subject to review and approval by ED
- Work will be completed during scheduled hours. Any overtime or additional hours must be cleared with ED. Any shift changes or absences must be cleared by ED.
- Hours of work may vary to include evening and weekend shifts. A maximum of 35 hours of work will be scheduled per week
- Will be familiar with and abide by all policies and procedures of the ACE Activity centre and the British Columbia Schizophrenia Society Prince George Branch.
- Will be familiar with all emergency procedures.
- Will be responsible for reporting any equipment malfunctions, need for repairs and other areas of concern to the ED in a timely manner. Will assist in arranging for repairs if necessary.
- Will advise ED if there are any issues, concerns or minor incidents. If ED is not on site will report by electronic means (text or messenger), by phone or if ED not available will report to centre assistant on site.
- Will report any major incidents to ED, such as first aid required, or injuries incurred, threats of violence, etc.
- Will be required to use personal vehicle (or have access on a reliable basis) for shopping purposes. Will be required to obtain appropriate insurance (BCSS PG Branch will provide reimbursement for cost) to allow for work usage and provide proof of this insurance. A valid Driver's licence will also be required
- Will be required to provide negative (clean) criminal records check from the RCMP to obtain and maintain employment status
- Will participate in yearly performance reviews.
- Will maintain a valid Foodsafe Certificate