



JOB POSTING

The Welcome Centre Shelter for Women exists to reduce the devastating impact of homelessness and poverty by providing safe emergency shelter and transitional supports to women experiencing or at risk of homelessness.

Supervisor of Food Services

Contract (Mat Leave) Full-time, 37.5 hours weekly: Monday-Friday 9am-5pm

Anticipated: Mid-January 2022 through June 2022

The Supervisor of Food Services is a valuable member of the Centre team, coordinating and over-seeing all Centre food-related supports and staff within the agency. Providing the daily meals for 17+ women, healthy snacks, menu planning, and grocery shopping services for all Centre programs assists in creating a positive, supportive, and holistic view of wellness, with a focus on balanced and healthy meals prepared with fresh ingredients. With an anticipated agency relocation occurring April 2022, the hiring, training, and vendor set-up for expanded location will be included in the role. Opportunity to remain on in a FT capacity is a possibility.

Key duties include:

- Plan and post monthly menu in adherence to all Canada Food Guidelines
- Monitor weekly, monthly and annual Centre food budget(s) for food items and associated costs
- Prepare all Centre lunch and dinner meals Monday-Friday per the created menus, and leave-ahead meals for Saturday/Sunday lunch and dinner
- Ensure adequate daily breakfast and snack items are available for client use
- Ensure cleanliness of all kitchen area and equipment daily and per monthly kitchen cleaning schedule
- Ensure all fridge and freezer items are properly stored, labelled, used and disposed of according to Safe Food Handling Guidelines
- Ensure weekly menu is posted for staff and clients by Friday of each week for the following week
- Complete shelter food inventory weekly
- Purchase or over-see purchasing of all food-related items (use of agency vehicle is provided, with proof of minimum insurance and clean driving record).
- Document all menu items, recipes, and posted menus and keep records of all posted menu items

Successful candidates will have:

- Current Safe Food Handler Certificate
- Minimum 2 years job-related experience in food preparation, service, meal planning
- Valid driver's license and proof of insurance
- Culinary apprenticeship or training preferred
- Strong ability to plan, organize, and execute meal planning in according to guidelines, needs, and budget
- Minimum of a diploma in food services/hospitality, or a combination of experience/training/education deemed relevant to the job duties
- Previous kitchen staff supervision experience or training is preferred.

HOW TO APPLY

Applicants should email a resume and cover letter outlining how they meet the specific requirements of the position to reception@welcomecentreshelter.com, attn: Dawn Toth, Centre Manager by **December 20th, 2020**. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.