



Spirit
OF THE CHILDREN SOCIETY

KITCHEN ADMINISTRATOR

JOB TITLE: Kitchen Administrator

Job summary: The Kitchen Administrator provides kitchen support to the programs and approved catering requests and is responsible for the overall operations for the kitchen and supply room and area. The Kitchen Administrator will purchase food and stock, and make sure everyone is trained on proper food preparation and kitchen safety techniques.

Reports to: FDP Manager and Executive Director

KEY DUTIES AND RESPONSIBILITIES:

- Promote and support traditional cultural teachings and practice for our families, agency, and community.
- Encouraging and teaching nutrition and traditional cooking
- The Kitchen Administrator will maintain inventory levels and conduct full weekly inventory, keep an inventory of materials used, check with suppliers, ensure vendors are submitted on time and suggest ways and means to cut kitchen costs.
- Responsible for shopping for and preparing nutritious snacks/meals for programs ensuring health and safety standards are adhered to at all times.
- The Kitchen Administrator must be able to estimate the amount of food that will need to be prepared and perceive possible fluctuations. The Kitchen Administrator will be aware of the guidelines and principles of food safety and food sanitation.
- Maintain and review all procedures to ensure a hygienic cooking environment and ensure it is followed accordingly.
- The Kitchen Administrator will participate in making menus and collaborating with the program facilitators and provide decisions in substituting items on the menu that are currently unavailable.
- The Kitchen Administrator is responsible for ensuring the kitchen and all other staff strictly follows the guidelines of CQSMA (Cleanliness, Quality, Service, and Maintenance & Atmosphere).
- Schedule and oversee necessary maintenance and repairs on kitchen appliances.
- Responsible for helping with set-up and clean-up of program activities and events.
- Prepare, implement and reporting for the Community Kitchen Program and other programs as required.
- Ability to engage and build a strong rapport with Program participants by creating a safe, respectful atmosphere while implementing boundaries in a non-judgmental manner.
- Encourages Community Kitchen and other program participants to stay engaged and involved with activities.
- Will be required at times to cover as Child-Minder for programs.
- Ability to work well individually as well as with the SOTCS team.
- Ensures effective communication with all programs and managers in maintaining safety and supervision of the kitchen.
- Flexibility to work evenings and some weekends.
- Assist with maintaining monthly and quarterly reporting requirements.
- Assist with administering program evaluation.
- To participate in agency event planning such as (but not limited to): Annual Mini-Teaching Powwow, Family Christmas Gathering, Family Nights, and all agency events.
- Performs other related duties or agency functions as required.



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QUALIFICATIONS:

Education and Experience

- Minimum Grade 12 or equivalent with 1 year experience in culinary field. Certificate is an asset.

Skills and Attributes

- Food Safe Level 1
- First Aid certification
- Excellent communication and leadership skills
- Understanding of Aboriginal cultures and traditions an asset
- Criminal Record Check required
- Ability to work well in a team
- Well-developed oral, written, and interpersonal communication skills
- Good organization, time and general management skills
- Required to work in a dynamic environment which may call for adaptation to the emerging trends/demands
- Be able to complete tasks/duties/daily maintenance in a timely manner
- Commitment to a program-solving, strength-based approach

TERMS OF EMPLOYMENT:

This is a full-time position during the contract year from April 1 – March 31st. This position is dependent upon negotiated funding.

ADDITIONAL INFORMATION:

This position may be stressful at times. Managing emergency situations in an ever-changing environment and meeting deadlines is an on-going expectation of the program. This position may require work outside the normal office hours.

All workers must be aware of the potential for allegations to be brought against them by clients and therefore must conduct themselves in a manner where behaviours/actions cannot be misinterpreted. Workers are required to take precautionary measures and to follow safety guidelines to ensure their safety. Workers must be aware of the risks when working with potentially hostile or aggressive clients and follow safety guidelines to ensure their safety.

Workers must maintain confidentiality, undergo annual successful criminal record checks, and to be sensitive to diversity among clients, co-workers and the community.

Please send a cover letter and resume to Program Manager Ernie Cardinal at e.cardinal@sotcs.ca