

## KITCHEN COORDINATOR (S) – BRUNSWICK STREET MISSION

Name:	Reporting To: Executive Director
Department:	Position Type: 30 hours per week

### ABOUT BRUNSWICK STREET MISSION OUTREACH

Brunswick Street Mission Outreach provides same-day, drop-in style services to people experiencing poverty who need food supports (via our breakfast and food bank) or support in navigating services or accessing resources (some of which we provide in-house.) Our program users range from first time users to folks who are chronically unhoused. We care deeply for our community and acknowledge their vulnerability and intersecting identities of oppression; personal commitment to anti-oppressive practice and using a harm-reduction lens is required. We take our time with folks, are transparent and flexible, hold firm boundaries, and aim to grow a feeling of safety and belonging. To find out about what else the Mission does, go to [www.brunswickstreetmission.org](http://www.brunswickstreetmission.org)

### ROLE DESCRIPTION

Reporting to the Executive Director, the Kitchen Coordinator ensures the delivery of nutritious food to those in need in the community. This is delivered via a fresh cooked daily breakfast service (Mon – Fri, served 715-830am) and also via the preparation of packaged, nutritious food that can be taken away and eaten or re-heated. This work is delivered with the assistance of a team of volunteers. The breakfast provides food to 70 to 100+ people a day, who eat in our dining room or takeaway breakfast. The preparation on site of packaged, nutritious food to takeaway from our Food Bank currently delivers from Tuesday to Thursday via the Food Bank. There will also be occasional programming on site designed to lead client programs in meal preparation and oversee volunteers doing so, which will require planning and delivery. The role also demands budget work, planning, purchasing and reporting – as well as volunteer management, contributing information for funding bids, and advising the food bank on inventory.

### RESPONSIBILITIES:

**Key Areas of Responsibilities include but are not limited to:**

#### **Breakfast Service**

- Ensure adequate food stores to prepare breakfast Monday to Friday, with a varying menu
- Shop for foods (online or in person) to ensure we have enough food for breakfast
- Incorporate Feed NS deliveries into breakfast planning and delivery
- Set up dining room and dining service (with volunteers)
- Prepare and serve food (with volunteers)
- Manage volunteer activity
- Oversee activity in dining room, address any issues with clients escalated by volunteers

#### **Take Away Food Service**

- Plan and prepare nutritious meals weekly that can be served hot, or frozen for take away
- Ensure ingredients are tracked and listed, provide instructions for preparation at home
- Monitor Feed NS deliveries to the Food Bank to identify food that is surplus to requirements or close to expiration that can be used to create nutritious meals
- Shop for necessary ingredients to augment recipes created above

- Lead teams of volunteers prepping food
- Lead volunteers on prepping take away food bags for local schools, liaising with SchoolsPlus

#### **Food Bank Inventory Planning & Oversight**

- Consult with the Food Bank Coordinator on the appropriate levels of different food types to meet the nutritional, cultural and allergy needs of clients

#### **Training**

- Plan and oversee food preparation sessions
- Train, support and provide leadership to volunteers

#### **Other**

- Create monthly reporting on client numbers, food spend, and any other pertinent issues
- Lead by example in demonstrating a positive attitude and actions through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism

#### **Team Work & Organizational Support**

- Be committed to the Brunswick Street Mission's mission, vision, values and purpose of Brunswick Street Mission
- Collaborate with other team members to foster the success of our organization as a whole
- Greet clients and provide a prompt, courteous and welcoming experience.
- Assist when required/as possible with other areas of the organization
- Actively participate in events designed to enhance employee relations

### **QUALIFICATIONS:**

#### **Education & Experience**

- Minimum 1 year food preparation experience
- Training in Safe Food Handling or willingness to be trained immediately
- WHMIS certified or willingness to be trained immediately
- Basic First Aid & Naloxone training or willingness to be trained immediately
- Criminal Record Check complete
- Experience working in a multicultural environment
- Experience working with folks from a variety of backgrounds
- Demonstrated experience with crisis intervention
- Technology functional aptitude with MSOffice
- Understanding and commitment to harm reduction
- Program development and quality management skills
- Spontaneous risk assessment, competency in triaging, responding quickly to health & safety concerns
- Extensive understanding and familiarity of the needs and culture of the North End of Halifax
- Desirable: access to a reliable vehicle for offsite duties (mileage is paid)

#### **Core Competencies**

- Accountable – delivers on responsibilities; is responsible for one's actions.
- Adaptable - anticipates and plans for changing situations, reacts constructively to setbacks.
- Leadership - uses authority and power in a fair manner; knows when to delegate and when to take personal responsibility. Keeps focused on the big picture while implementing short term goals.
- Team Development - improves team morale and productivity. Creates an atmosphere of team cooperation over competition; is concerned with the development of individual team members.

- Problem Solving/Decision Making - takes initiative to make things happen; is able to make timely, clear cut decisions.
- Innovative/Thinks Creatively - Promotes innovation, views obstacles as opportunities for creative change
- Communication – clearly, keeps others up to date, listens with an open mind
- Coaching- Is a patient, helpful, effective coach; provides objective appraisals of others’ strengths and needs
- Client focused – consistently ensures client’s expectations are met and exceeded.
- Interpersonal- Keeps a positive outlook; persists and perseveres. Seeks personal improvement by accepting feedback non-defensively
- Resilient - the ability to work under pressure and handle challenging situations
- Reliable and dependable

## WORK CONDITIONS/ ENVIRONMENT

- Cooking and food preparation tasks will take place in Brunswick Street Mission with some need to travel
- Work schedule is flexible, providing the time required to deliver breakfast including prep (6am-930am) is attended.
- As a job share, employees may share out the activities and hours between them as is sensible.

## PHYSICAL DEMANDS

- The work is performed in a two-story building with no elevator; must be able to walk up/down stairs. Some duties require heavy lifting and navigating the natural environment.

## DAY/HOURS REQUIREMENTS

30 hours per week – delivered by a single individual or job share

## ACKNOWLEDGEMENT

I have read and understand the job description as stated above. I understand this is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. I accept that any of the tasks may be modified or changed in consultation with me, and that I am responsible for knowing the modifications and/or changes in this position description. I can perform the key responsibilities of this job as listed above and safely meet the stated requirements.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date