

Brunswick Street Mission

KITCHEN COORDINATOR



Brunswick Street Mission, located in Halifax, seeks to inspire a better quality of life that addresses physical, emotional, practical, and spiritual needs for those experiencing poverty. We achieve this by providing essential services to the community, while maintaining a commitment to addressing the root causes of poverty within the Halifax Region. Our essential services include Trusteeship, Tax Program, Outreach, Food Bank, and Breakfast Program.

Position Summary

The Kitchen Coordinator reports to the Executive Director and is responsible for the Breakfast Program, offering meals 6 mornings a week, Monday to Saturday. Coordinator is expected to be on site between 5:30am and 9:30am. This program operates out of the same space as a safe injection site (after Breakfast hours); the kitchen coordinator must operate through a harm reduction lens.

This position takes responsibility for:

- Food purchasing - place food order and maintain costs within approved budget
- Food delivery - assist person delivering the food with unloading the supplies
- Food storage - ensure appropriate storage of food and use within expiry date
- Food preparation and serving – plan meals and ensure food is prepared and served in a clean, timely, and safe manner
- Oversee volunteers each day in food preparation, delivery, and clean up
- Ensure basic clean-up is completed at the end of breakfast
- Maintain clean appliances
- Ensure surplus food is given to the food bank for distribution
- Organize the set-up and tear-down of the dining room

We are looking for:

- 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

Skills/Knowledge

- Supervision skills including good communication with volunteers
- Good organizational skills, initiative, and follow-through
- Ability to work independently and in cooperation with others
- Flexible and adaptable to change
- An understanding of and sensitivity to the issues of the working those experiencing poverty including those who are unhoused
- Reliable, dependable, trustworthy and confidentiality minded
- Understanding of importance and practice in maintaining boundaries

Nature and Extent of Contacts

- Keep Director, other staff, and volunteers advised of Breakfast Program situations requiring their attention
- Keep confidential all information related to clients and operations of the BSM
- Represent the interests of the BSM in community interactions

Physical, Mental and Visual Demands

- Visual acuity and good health needed to perform job responsibilities
- Comfortable but busy community agency

At Brunswick Street Mission we are committed to a community culture where diversity and inclusion are at the forefront. We welcome and encourage applications from indigenous persons, persons with a disability, racially visible persons, women, persons of minority sexual orientation and or gender identity, and folks who would contribute to the diversity of our community.

Position Details:

Part-time (24 hour/wk.)

Salary: Commensurate based on experience and qualifications. Brunswick Street Mission is committed to paying all employees a living wage.

To apply, please email resume to mission@brunswickstreetmission.org.