

Job Posting: Breakfast Program Coordinator – Position Description

Hours: 16 h/ week Likely M-12:30-3:30 T 1 h W 8:30 am- 3:30 pm T 1 h F 12:30-3:30

General Overview:

Working out of our Village Table location at 630 Dundas St. you will assemble breakfast bags with 2-3 volunteers to be delivered with our hot meal programs. You will have the responsibility of setting up the menu, making orders to make breakfasts, orient, train and support volunteers who come to assist with the packaging of the breakfasts and ensure general efficiency, quality and health and safety are observed at all times. You will report to the Effective Programs and Services Coordinator and will work collaboratively with the volunteer services manager to ensure the best possible volunteer experience, quality product and client satisfaction.

The Breakfast Program Coordinator oversees operations and delegates tasks to all volunteers present. Upon arrival tasks are delegated, basic kitchen tool safety is demonstrated by the Coordinator, and hands and produce are washed. The Breakfast Program Coordinator has a Food Handlers Certificate and First Aid Certification. (training provided by employer) Breakfast Program Coordinator ensures that breakfast items are received in good condition, prepared in a safe and efficient manner, and held at appropriate temperatures.

RESPONSIBILITIES:

1. Follow Breakfast Menu plan to assemble breakfasts with Volunteers
2. View and project breakfast orders for following week as part of taking inventory of stock and make food orders as necessary to make breakfasts.
3. Maintain data on costs, number of breakfasts and volunteers participating in the assembly of Breakfasts
4. Maintains a clean and orderly depot. This includes regular cleaning of the equipment, ensuring an adequate stock of supplies, and sanitizing thermometers used in temperature audits.
5. Participate in the continuous quality evaluation and improvement of the breakfast program.
6. Attends staff meetings when scheduled.
7. Reports any significant changes or concerns related to volunteers and maintains open communication with Volunteer Services Manager.
8. Ensures breakfasts are organized and ready for daily pick up to be distributed to each depot with the right number of meals for each location.
9. Other duties as assigned by supervisor.

REQUIRED SKILLS:

- Excellent time management skills
- Effective communication skills
- Ability to build a good relationship with volunteers and other staff members
- Good computer skills, proficient in outlook and excel, able to learn new computer systems

EXPERIENCE & EDUCATION:

- Previous experience in Food Services preferred
- Nutrition knowledge, kitchen skills and culinary are assets.

Please apply by April 26, 2017 to Carrie Webster, Effective Services Program Coordinator; cwebster@meals-on-wheels.ca. Resume please. We appreciate all applications however only those selected for interviews will be contacted.

Wage: \$12.50-13/h