



Job Posting
Food Service Coordinator
(25 hours/week)
Ed's House, Northumberland Hospice Care Centre

Reporting to the Director, Hospice Services, The Food Service Coordinator ensures a warm, inviting, efficient and effective food service and kitchen operation that is user friendly for families, volunteers and staff at Ed's House, Northumberland Hospice Care Centre. The Food Service Coordinator oversees all aspects of food service and provides direction to and works collaboratively with food service volunteers and all levels of staff. The Coordinator will also be responsible for ensuring the kitchen, café and other food areas are kept clean and to food regulation standard.

Primary Duties and Responsibilities

- Ensures the on-going development and maintenance of a warm, inviting food service atmosphere.
- Develops and implements a monthly and annual food services work plan.
- Develops and updates food service policies, procedures and supporting documentation.
- Develops and coordinates a weekly food service volunteer scheduling system.
- Researches, approaches and recommends potential food suppliers.
- Coordinates food shopping, weekly menu planning and cooking that includes standard fare (e.g. soups, baked goods at certain times of day, etc.) and consideration of client food preferences.
- Arranges regular food service, appliance and equipment training for volunteers and staff.
- Develops and communicates a kitchen storage layout plan.
- Ensures on-going monitoring of kitchen cleanliness and appliance state of repair with regards to public health, and health and safety standards.
- Conducts regular kitchen inspections and addresses issues in a timely manner.
- Prepares an annual budget for kitchenware, tableware, equipment and supplies.
- Maintains appropriate levels of food service/kitchen inventory.
- Represents Ed' House on both internal and external community activities, education opportunities and committees.
- Provides supervision of kitchen volunteers.

Qualifications

- Must possess skills in cooking, food preparation, and serving functions.
- Must possess or acquire certification for safe food handling and be knowledgeable of food industry standards and Ontario Regulation 562.
- Prior experience in hospital, long-term care, and/or general food service settings is considered an asset.
- Skill, knowledge, and ability to set up food service systems that support the ability to offer high quality food service 24/7.
- Excellent interpersonal and communication skills.
- Ability to work effectively in a team environment and provide direction to volunteers.
- Ability to work flexible hours.
- Ability to adapt to changing needs and requirements on short notice.
- Willingness to perform any other duties to ensure that Ed's House operates in an effective, professional and home like manner.

Qualified applicants are asked to submit, via e-mail, a detailed resume to: careers@commcare.ca by **May 27, 2022**

Community Care Northumberland is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.
www.commcare.ca

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicants.

“Giving Strength Through Caring”



An Integral Service of

