

Job Description

Soup Kitchen Coordinator

Reports To: General Manager

Pay Rate: \$15.00 - \$17.50/hour DOQ

Position Level: Full-time (37.50 -40 hours per week)

Projected Schedule: Monday – Friday, 5:00am – 12:30pm; eligible for benefits after probationary period.

Position Overview: Full-time position (5:00am – 12:30pm Monday to Friday). The Soup Kitchen Manager reports directly to the General Manager and is responsible for the oversight of the weekly soup kitchen operations.

Job Responsibilities:

- Menu planning and implementation for daily soup kitchen/ staff and volunteer meals
- Weekly facility clean-up at conclusion of food service
- Maintain Food Safety Certification
- Maintain sanitary conditions in accordance with provincial/city safety regulations and COVID-19 protocol
- Assess conditions of appliances and report issues to General Manager
- Maintain excellent client service and relationships with volunteers
- Assess and request needed volunteer assistance
- Maintain weekly records of volunteers, volunteer hours, food weights and guests served
- Collect and maintain any other appropriate data, record and report
- Assist in creation and revision of kitchen procedures, policies, forms, and logs
- Daily inventory checks and food rotation
- Report food needs to General Manager

- Monitor and record all refrigerator and freezer temperatures
- Other duties as assigned by General Manager

Qualifications:

- An understanding of the mission of Agape Table
- High School Diploma or GED
- Certified Food Safety Certification
- A valid driver's licence
- Large group food service planning and cooking experience
- Strong work ethic, absolute attention to detail, excellent organizational skills
- Strong interpersonal skills and customer service focus
- Some experience working with vulnerable population is helpful
- Ability to lift 35lbs
- Ability to manage and supervise volunteers

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