



Ki-Low-Na Friendship Society

442 Leon Avenue | Kelowna, BC V1Y 6J3
Tel: (250) 763-4905 Fax: (250) 861-5514
www.kfs.bc.ca

Job Posting: Kitchen Coordinator
Hours: 25-30 hours per week
Wage: \$19.00 per hour
Posted: October 1, 2020
Closing: Open until filled

Nature of Position:

As part of the Ki-Low-Na Friendship Society team, the Kitchen Coordinator will cook, and keep the kitchen up to code as per food safety practices and regulations. The Kitchen Coordinator will coordinate and plan meals in conjunction with other programs. We are looking for someone who is knowledgeable, creative, highly task committed, motivated, and can work well independently and as part of a team.

Duties:

- Menu planning according to Canada's Food Guide.
- Assist in the planning of special events & catering services.
- Order and/or shop for food from various suppliers and vendors.
- Conduct regular kitchen maintenance inspections to ensure that kitchen is within good operational standards.
- Keep track of and record volunteer hours as required for kitchen helpers.
- Ensure that budgeting and accounting is kept up-to-date (eg. cash and receipts are reconciled and submitted to Accounting).
- Arrange for special equipment or kitchen cleaning/maintenance/repairs when required.
- Keep accurate records and statistics of activities and volunteer participation.
- Organize weekly menu schedule for programs in conjunction with program coordinators.

Qualifications:

- Good understanding of food ordering from various suppliers.
- Proven supervisory or managerial skills in a kitchen setting are an asset.
- Ability to maintain organized, accurate filing system.
- Knowledge of menu planning, budgeting, and food shopping.
- Excellent interpersonal skills.
- Good verbal and written communications skills.
- Excellent ability to keep a kitchen clean and organized.
- Knowledge of Canada's Food Guide for making healthy food choices.
- Experience in coordinating a community kitchen an asset.

Requirements:

- Food Safe – Level 1 (Level 2 an asset).
- Culinary Arts Certificate or equivalent work experience in a commercial kitchen.
- Valid Class 5 drivers license, and a reliable vehicle.
- Must submit to a criminal record check.

Send Resumé (cover letter required) to:

Mail: Ki-Low-Na Friendship Society
Att'n: Kitchen Coordinator 2020
442 Leon Ave
Kelowna, BC V1Y 6J3

Email: reception@kfs.bc.ca (indicate Kitchen Coordinator 2020 in subject line)

Fax: (250) 861-5514

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.