



625 Queens Ave
Victoria, BC V8T 1L9
contact@mustardseed.ca
250-953-1575

mustardseed.ca

Since 1975, The Mustard Seed Street Church (MSSC) has been fighting hunger while restoring Faith for families and individuals living in poverty, as well as the working poor, throughout the Capital Regional District. We are a Christian community offering a continuum of care that operates the Hospitality Centre for relationship building and advocacy, the Food Security Distribution Centre, Vancouver Island's largest, the Family Centre that supports and empowers families and our addiction recovery program at Hope Farm Healing Centre in Duncan serving all who come to us without discrimination. We also offer church services for those seeking a place to belong and grow spiritually. Through these core programs we assist over 5,000 people each month with the help of more than 50 daily volunteers and many generous financial supporters.

Kitchen Coordinator

Position Summary

The Kitchen Coordinator is a program position the Hospitality and the Food Security Teams and is responsible for the planning, preparation and serving of food. This includes managing weekday volunteers, communication with weekend teams, and oversight of weekday community lunches. The coordinator will ensure the Mustard Seed Street Church's (MSSC) Queens Avenue and Viewfield Rd. Warehouse kitchens comply with Island Health and food safe standards and best practices.

Duties & Responsibilities

- Christian leadership, organization and coordination of the MSSC kitchens (Queens Ave and Viewfield Rd locations)
- Ensuring compliance with Island Health food safe and health regulations for both kitchens
- Facilitation of training workshops for Kitchen Volunteers for best kitchen practice and best meal delivery
- Development of Kitchen Safety, Cleaning and Organization Plans for both locations
- Creation and fostering of a positive and supportive food skills/knowledge environment
- Coordination of the preparation and serving of community lunches Monday – Friday
- Weekday volunteer scheduling, communication, task delegation and retention
- Weekly/bi-weekly meetings and/or updates with Supervisors
- Kitchen inventory management including food, equipment and resources
- Key member of Hospitality Team who support each other on a daily basis with our community members
- Collaboration and cooperation with Family Centre staff and volunteers for meal and snack planning and preparation
- Efficient and economical food ordering (for all food as required)
- Collaboration with the MSSC Warehouse (Viewfield) with regards to meal planning and food ordering for meals at Queens location
- Communication and collaboration with Weekend Volunteer Team Leads for meal planning and food ordering for Weekend Meals

- Coordination and collaboration with others for all other food serving aspects of MSSC including evening, weekend, congregational gatherings and special occasion such as Christmas Dinner , Camp, Hope Farm BBQ and other food events as they arise
- Mentoring Lead Cooks of Weekend Kitchen Volunteer Teams
- Other duties as required

Future Duties May Include: Development Plan and Execution of Community Kitchen; Coordination of venue for Culinary and Nutrition Literacy for the MSSC Community: vision-casting for developing culinary and social-enterprising programs for Viewfield kitchen

Qualifications

- Post-secondary degree in Dietetics, Nutrition or related field or min 3years chef or Kitchen management experience
- Min 3 years of experience in social services and/or non-profit field
- Required – Food Safe Asset: Food Safe Level 2
- Required – Standard First Aid and CPR-C
- Required – Acceptable Criminal Record Check with Vulnerable Sector Clearance
- Required – working knowledge of Microsoft
- Class 5 driver’s license,
- Assets: WHIMIS and ASSIST

Key Competencies

- Excellent coordination, organizational, scheduling and detail orientation skills
- Excellent interpersonal and both written and verbal communication skills
- Excellent conflict resolution and problem-solving skills
- Ability to prioritize effectively, work under pressure and meet tight deadlines
- Ability to stay calm when community members or volunteers are upset
- Ability to effectively teach/communicate culinary and serving skills and techniques
- Ability to take initiative and provide recommendations
- Ability to manage and lead groups, particularly volunteers
- Team player and mentality; leads by example
- Adaptive, flexible, creative and task orientated
- Responsible and accountable
- Quick learner; willingness to learn; Ability to receive constructive feedback

Terms of Employment

- This position is with the MSSC and requires a person who has made a Christian commitment.
- Must be willing to sign the staff code of conduct
- This position reports to: Hospitality Pastor with regards to Queens Ave. kitchen programs and Food Security Manager with regards to Viewfield Rd. warehouse kitchen operations
- Term: Permanent Full-Time position 37.5 hours/week
- Hours: Usually Monday – Friday and some evening and weekend work will be required
- Must read and agree to following MSSC policies which are a living, changing document
- The MSSC follows BC Employment Standards Law for Terminations

- **Must provide an acceptable criminal record check, including the level of clearance required to work with vulnerable people before starting**

To apply for this position please email career@Mustardseed.ca with “Kitchen Coordinator” in the subject line. Applications received will be reviewed on an ongoing basis.