

# Employment Opportunity – Internal & External

## The Salvation Army – Ocean Crest

<b>Job Title:</b>	Food Services Coordinator	<b>Shift:</b>	8:00 am – 3:00 pm Monday to Friday
<b>Ministry Unit/Dept:</b>	Centre of Hope	<b>Status:</b>	Full Time
<b>Salary Range:</b>	As per collective agreement \$23.88	<b>Date Posted:</b>	March 10,2025
<b>Address:</b>	1381 Cedar Street, Campbell River BC	<b>Posting Expires:</b>	Until filled
<b>Applications Accepted By:</b>			
<b>E-mail: patricia.roed@salvationarmy.ca</b>  <b>Attention:</b> Patricia Roed  <b>Please no phone calls.</b>		<b>You must have Food Safe 1, Food Safe 2 an asset and First Aid to be considered for this position.</b>	
<b>MISSION AND VALUES:</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b> The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p><b>Core Values</b> The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone’s worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>JOB DESCRIPTION:</b>			
<p>THE FOOD SERVICES COORDINATOR IS RESPONSIBLE FOR ALL THE FOOD SERVICES OPERATIONS FOR CENTRE OF HOPE &amp; EVERGREEN SHELTER, ENSURING COMPLIANCE WITH THE CANADA FOOD GUIDE; DIETICIAN APPROVED MENUS AND FOOD SAFETY REGULATIONS.</p> <p><b>KEY RESPONSIBILITIES:</b></p> <p><b>FOOD PREPARATION:</b> MAY PREPARE AND SERVE NUTRITIOUS MEALS TO CLIENTS FOLLOWING CANADA’S FOOD GUIDE AND THE DIETICIAN APPROVED MENU</p> <p>MAY USE A WIDE RANGE OF COOKERY METHODS TO PRODUCE A RANGE OF MENU ITEMS INCLUDING BOIL, BLANCH, SIMMER, POACH, STEAM, STEW, BRAISE, ROAST, BAKE, GRILL AND SHALLOW FRY.</p> <p>ENSURE INVENTORY IS ROTATED EVERY 3 DAYS</p> <p>CHECKS AND RECORDS THE TEMPERATURE OF FOOD ITEMS AND TAKES INTO CONSIDERATION THE AMOUNT OF TIME THEY HAVE BEEN IN THE DANGER ZONE.</p>			

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ENSURE ITEMS STORED IN THE REFRIGERATOR AND FREEZERS ARE LABELED, DATED AND COVERED PROPERLY AND PLACED ON THE APPROPRIATE SHELF.

DECIDE ON THE APPROPRIATE, CREATIVE AND EFFICIENT USE OF FOOD SO AS TO MINIMIZE WASTAGE

TAKES THE TEMPERATURE OF PREPARED FOODS BEFORE SERVICE AND RECORDS SAME

### **ADMINISTRATIVE:**

ENSURES MENU DEVIATIONS ARE RECORDED ON THE SUBSTITUTION CHART PROVIDED

TAKE RESPONSIBILITY FOR THE ORDERING, RECEIVING, MONITORING AND CORRECT STORAGE OF FOOD AND KITCHEN SUPPLIES AND ESTABLISHES GUIDELINES FOR THE SECURITY OF FOOD SUPPLIES AND ALL COOKING EQUIPMENT.

TAKE RESPONSIBILITY TO FOLLOW THE MONTHLY BUDGET WHEN ORDERING OR PURCHASING FOOD & KITCHEN SUPPLIES.

PREPARE AND SEQUENCE THE TIMING OF FOOD AND PREPARATION OF TASKS

MONITORS PREVENTATIVE MAINTENANCE PROCEDURES FOR RELATED EQUIPMENT, RECOMMENDS REPAIRS AND PURCHASES AS REQUIRED.

MAY ASSIST WITH THE RECORDING OF MONTHLY AND QUARTERLY STATISTICS FOR MEAL NUMBERS AND VOLUNTEER HOURS ENSURING VOLUNTEERS KEEP TIME SHEETS UP TO DATE.

MAY BE REQUIRED TO PICK UP FOOD DONATIONS

### **HEALTH & SAFETY:**

MAY CLEAN ALL FOOD PREPARATION DEVICES ENSURING THEY ARE MAINTAINED TO A HIGH STANDARD OF CLEANLINESS USING THE APPROPRIATE CLEANING PRODUCTS.

COMPLETE DAILY TEMPERATURE AUDITS FOR FRIDGE AND FREEZER AND RECORD AT THE BEGINNING AND END OF SHIFT ON THE DAILY AUDIT FORM.

REPORT ANY PROBLEMS TO THE COMMUNITY MINISTRIES SUPERVISOR

ENSURE THAT PROPER SAFETY PRECAUTIONS AND HYGIENE STANDARDS ARE FOLLOWED INCLUDING UNIVERSAL PRECAUTIONS.

ENSURE THE KITCHEN, FOOD STORAGE, FRIDGE/FREEZER ARE KEPT CLEAN AND ORGANIZED AT ALL TIMES.

ENSURES HIGH STANDARDS OF SANITATION AND CLEANLINESS ARE MAINTAINED THROUGHOUT THE KITCHEN, DINING ROOM AND FOOD STORAGE AREAS INCLUDING REMOVING KITCHEN & DINING ROOM WASTE.

DEMONSTRATE A HIGH STANDARD OF PERSONAL HYGIENE.

MAY BE REQUIRED TO WEAR A FULL AND CLEAN UNIFORM PROVIDED WHEN ON DUTY

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MAY BE REQUIRED TO ENSURE THAT THE BUILDING IS SECURE AND THAT SAFETY STANDARDS ARE ALWAYS MET OR EXCEEDED

OCEAN CREST HAS HAD LONG-STANDING POLICES OF PROVIDING A SAFE AND HEALTHFUL WORKPLACE, PROTECTING THE ENVIRONMENT, AND CONSERVING ENERGY AND NATURAL RESOURCES. EVERY EMPLOYEE IS EXPECTED TO FOLLOW THIS POLICY AND TO REPORT ANY ENVIRONMENTAL , HEALTH OR SAFETY CONCERNS OR SUGGESTIONS FOR IMPROVING OUR ENVIRONMENTAL IMPACT TO THEIR MANAGER

### **COMMUNICATION:**

COMMUNICATES CLEARLY WITH OTHER STAFF MEMBERS AND/OR VOLUNTEERS REGARDING FOOD SERVICE & FOOD SAFETY IN A POSITIVE AND ENCOURAGING MANNER AS THEY ASSIST IN PROVIDING SERVICE TO CLIENTS.

ENSURE THAT GOOD RELATIONS ARE MAINTAINED WITH SUPPLIERS, DONORS, OTHER COMMUNITY AGENCIES, AND WITH OTHER SALVATION ARMY PROGRAMS AND SERVICES.

ENSURE ALL CONTACT WITH DONORS, THE GENERAL PUBLIC, STAFF FROM OTHER AGENCIES, AND WITH STAFF FROM OTHER SALVATION ARMY PROGRAMS ARE COURTEOUS AND PROFESSIONAL.

MAINTAIN PRODUCT, SERVICE AND MARKET KNOWLEDGE.

TREAT ALL CLIENTS WITH RESPECT AND DIGNITY AT ALL TIMES.

MAY SUPERVISE FELLOW WORKERS, STUDENTS AND/OR VOLUNTEERS

REPORTS ANY VOLUNTEER CONCERNS TO VOLUNTEER COORDINATOR

PERFORM OTHER POSITION RELATED DUTIES AS REQUIRED.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

*The successful candidate must have, as a minimum, completed high school.*

#### **Education/Certifications:**

- **First Aid**
- **Food Safe 1**
- **Food Safe 2- an asset**
- **WHIMIS**
- **NVCI training or accepted equivalent ( will train )**

#### **Experience:**

- **Previous work experience working in an Industrial Kitchen**

#### **Required Skills/Knowledge:**

- **Fluent spoken and written English**
- **Good team and interpersonal skills**
- **Able to handle physical demands.**

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Successful candidates, prior to hiring, may be required to provide:

- A clear vulnerable sector screening
- Completion of all required Health and Safety training

This is a Full-time position, 35 hours per week. Medical, Dental and RRSP benefits after 3 months.

Hourly wage is currently \$ 23.88

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*



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