



## FOOD SERVICES COORDINATOR

**Reports To:** Community Hospice Manager

**Department:** Community Hospice

**Clinical / Non-Clinical:** Non-Clinical

**Approval Date:** March 12, 2023

**Approved By:** Executive Director

### Job Summary

Reporting to the Community Hospice Manager, the Food Services Coordinator is responsible for oversight, planning, and delivery of Hospice Quinte's food services program with the goal of creating a warm and hospitable home-like environment for residents, visitors, clients, and other stakeholders. This role organizes all aspects of food service including ensuring the safe handling of all food prepared and/or served in the Stan Klemencic Care Centre. This includes the ordering and purchasing of pantry ingredients, monitoring kitchen use including stored foods, equipment and dishes, and coordinating food preparation by volunteers. The Food Services Coordinator will organize and prepare the weekly food services for Hospice Quinte including developing menus for the residents and planning food requirements for the hospice residence and community programs while adhering to a set budget. This role is responsible for performing housekeeping duties within the area of their responsibility.

### Qualifications

#### *Education*

- Completion of high school diploma or equivalent
- Post-secondary education in Food Services or Culinary Management an asset
- Current Food Safety Handling Certificate, valid in the province of Ontario, or willingness to complete within 1 month of hire

#### *Experience*

- 1-2 years of related work experience

#### *Knowledge, Skills, and Abilities*

- Work experience and/or related training in the food service industry including, but not limited to, menu preparation, ordering, inventory, quantity food preparation, serving, and clean-up
- Knowledge of food safety standards and requirements including, but not limited to, Ministry of Health and Long-Term Care and Safe Food program
- Ability to stand for much of the shift and lift and carry up to 25 kilograms
- Experience working with a volunteer workforce and/or healthcare food service experience is an asset
- Excellent interpersonal skills

- Ability to build strong professional relationships and facilitate teamwork
- Ability to manage multiple workplace demands through strong organizational, prioritization, and time management skills
- Strong written and verbal communication skills.
- Proficient in use of Microsoft Office, email, and other general office computer systems and equipment

## **Key Responsibilities**

The statements below reflect the general details considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job. Other duties may be assigned as required.

Under the direction, and in cooperation and consultation with the Community Hospice Manager perform the following:

### *Food Services*

- Create a warm and hospitable environment for residents, visitors, clients, and other stakeholders through the provision of food services
- Develop and coordinate a rotating monthly food service plan and menu for breakfast, lunch, and evening meals
- Sensitive and accommodating to cultural dietary preferences
- Work cooperatively with clinical staff to learn about the unique dietary requirements of residents
- Identify and meet the unique food service needs or requests of residents at the Stan Klemencic Care Centre
- Coordinate the preparation of foods for special events including, but not limited to, training, meetings, and holiday meals
- Maintain a safe and sanitary environment ensuring compliance with food handling and food inspection standards and requirements
- Ensure that the required foods and supplies are available by maintaining the required inventory, including ordering/purchasing groceries, and working within set budgetary constraints
- Source and purchase food and supplies in an economically responsible manner, and in accordance with charitable and nonprofit culture
- Manage fluctuating inventory requirements and dietary needs as per Hospice Quinte timelines and requirements
- Work in coordination with other Hospice Quinte staff to maintain an adequate inventory of kitchen supplies and cleaning products
- Clean and maintain kitchen and food preparation equipment with care
- Develop and update food services policies and procedures
- Maintain good documentation and record-keeping

### *Volunteer Management*

- Assist the Community Hospice Coordinator in recruiting and scheduling kitchen volunteers
- Work well, and in a positive, cooperative, and appreciative manner with volunteers

- Supervise and train kitchen volunteers
- Ensure instructions are provided for volunteers preparing food (meals or baking)
- Ensure kitchen volunteers are following food handling and safety standards

### **Organizational Responsibilities**

- Participate and contribute to encourage and support activities which promote effective team functioning throughout Hospice Quinte
- Participate in assigned Hospice Quinte activities, events, and committees
- Demonstrate appropriate boundaries with staff, volunteers, clients, and members of the community
- Attend meetings, conferences, and training as required

### **Working Conditions**

- 20 hours per week
- Work location is at Hospice Quinte's Stan Klemencic Care Centre
- Salary boosted by 10% in lieu of health benefits and RRSP
- Pay band 4