



TEEN CHALLENGE CANADA

JOB DESCRIPTION – KITCHEN COORDINATOR

Terms of Employment:	Full-Time	Department:	Program
Position Type:	Coordinator	Reports To:	Centre Director

THE OPPORTUNITY:

The primary responsibility of the Kitchen Coordinator is to assist in overseeing all kitchen operations, including supervising, training, coordinating all related culinary activities, and managing food costs, and inventory levels, while meeting the dietary needs of clients. Other responsibilities include: procuring donations, meeting budget, preparing meals and ensuring the sanitation of work area in adherence with health and safety regulations, food preparation standards, WHMIS and company policies and procedures.

CULTURE:

We continue to focus and help create an environment where employees, clients and visitors are treated with dignity and respect. Fairness, individual development and recognition, teamwork, support for family and community are all hallmarks of Teen Challenge's workplace. We are committed to doing meaningful work on a motivated team. With passionate staff across Canada, we aim to continually strengthen our community of care and responsibility, grounded in mutual respect, by daily upholding our Christian values and enhancing teamwork to serve our clients better.

JOB DUTIES & RESPONSIBILITIES:

- Supervise, coach, train, and develop a strong kitchen team comprised of staff, clients, and volunteers, within a kitchen environment. All while sharing the Gospel and living out your Christian faith to support our mission.
- Create recipes and follow the safety procedures and regulations for food preparation and storage
- Work efficiently and effectively to prepare meals and ensure the cleanliness of the kitchen following Public Health regulations
- Procure donations from food banks and purchase food to ensuring meals are prepared according to the budget
- Schedule kitchen team in accordance with Centre demands and trends
- Oversee petty cash accounts and monthly reconciliation per the budget
- Create and implement the client menu and meal plan in adherence with the Canadian Food Guide. Ensure dietary requirements are met, and special attention is given to food allergies and sensitivities
- Schedule and coordinate all food and meal preparations and requests for special events
- Order appropriate chemicals and materials, ensure inventory lists are up to date, food is stocked, while overseeing the safe storage and disposal of food and beverages
- Receive and sort incoming donations
- Adhere to and enforce all company policies and procedures regulations, and legislation regarding health and safety including WHMIS, and food preparation standards.
- Maintain a high level of cleanliness at all times within the kitchen and storage areas, cleaning the kitchen equipment carefully and safely to prevent damage or injury

Other duties assigned by the Centre Director

QUALIFICATIONS:

- Minimum of Grade 12 high school diploma
- Minimum 2-3 years' relevant work experience, in a kitchen environment preferred
- Food Handler's Certificate preferred
- WHMIS and First Aid certificate are an asset
- Valid Canadian driver's licence and clean driving abstract
- Strong work ethic and positive team attitude
- Solid interpersonal skills that allow the incumbent to work effectively in a diverse working environment, and talk about the Gospel in a sensitive manner
- Sound and independent judgment, reasoning, resourcefulness, flexibility, adaptability, leadership, troubleshooting, and discretion
- Strong ability to multitask and meet ongoing deadlines
- Demonstrated ability to clearly transmit and receive information by email, phone and in person
- Familiarity with Microsoft Office Productivity Software
- Excellent attention to detail and ability to adapt within a changing fast paced environment
- Basic mathematical skills necessary for tracking kitchen expenses
- Patient, kind, and compassionate.

WORKING CONDITIONS:

- Ability to sit and stand for long periods of time
- The atmosphere may vary from a calm to a fast-paced setting depending on daily events
- Use of office equipment including computer, photocopier, scanner, phone, headset and other office equipment as necessary
- On occasion, irregular shifts; evenings and weekends may be required to meet the needs of the Centre
- Operate kitchen tools and equipment
- Able to lift a minimum of 20lbs

Approved by:	Director of Centre Operations
Date Approved:	July 25, 2023
Dave Reviewed:	May 12, 2026