



## **Kitchen Cook/Trainer Job Description**

The Kitchen Trainer is primarily responsible for providing a nutritious meal within a busy and chaotic drop-in centre and/or emergency night shelter including meal planning and preparation, serving, cleaning and maintenance, customer service skills, stock taking and ordering. She will participate in supporting a relevant training program for Centre Volunteers in all aspects of the kitchen

Reporting directly to the Program Manager, she will integrate a community-based approach into the DEWC as the primary principle to guide this position with the goal of engaging centre volunteers in the functioning and responsibility of the kitchen.

### **Food Service Delivery:**

Ensures the provision of the food program within the Drop-In and/or Shelter. Works with Centre volunteers in all aspects of the Kitchen including in the planning, preparation, and serving of up to 350 meals per day.

### **Volunteer Program Support:**

Supports the community volunteers in their functions. Responsible for communicating effectively and respectfully with volunteers and mediating conflicts as they occur.

### **Program Development:**

Works with the Kitchen Manager to develop and grow the food program at the DEWC with the goal of integrating a "health through nutrition" strategy.

### **Conflict Resolution/Crisis Management:**

Manages crisis between, within and among kitchen volunteers and members including by mentoring a variety of stress coping skills. Maintains a culture of 'people helping people help themselves'. Communicates effectively with women in crises and refer to appropriate in-centre staff.

### **In Centre Participation:**

Participates within the staff team such as attending staff meetings, staff development and training, special events, and hiring committees. Work collaboratively with in-centre staff. Ensures effective communication and team approach in the smooth operation of the DEWC.

### **Training:**

Engages in training and workshops that are relevant to the position and where the information is beneficial to the drop-in/shelter food program.

### **Required Qualifications:**

Minimum 5 years related experience working with low-income women, at least 2 years in a women serving or inner city drop-in environment

Food Safe level 1 required

Experience working in a busy, chaotic, high turnover kitchen

Must have understanding of “health through nutrition”

Must have a strong working knowledge and analysis of the issues impacting women in the dtcs, including violence against women, mental health, homelessness, and addictions

Candidate must work from strong feminist analysis and within an anti-oppression framework

Strong conflict resolution skills and practice

Demonstrated crises intervention training and experience

Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members

Ability to work within a chaotic environment and with a diverse community of women

A First Aid certificate is required

Candidate must undergo a criminal record check

Women with addiction issues need to be at least 2 years clean and sober

Report to: Kitchen Services Manager

**Indigenous women and women of colour are strongly encouraged to apply.**