



# Fontbonne Ministries

## **FOOD PROGRAM COORDINATOR & COOK**

FULL TIME, REGULAR POSITION-35 hours per week

SALARY RANGE: \$47,500 – \$53,000 AND HOOPP (HEALTHCARE OF ONTARIO PENSION PLAN)

### **ORGANIZATIONAL OVERVIEW**

Fontbonne Ministries is a non-profit community based charitable organization that offers diverse programming in an accepting, inclusive environment. Our priority programming includes the provision of affordable housing, access to essential services including food, clothing and hygiene products, and welcoming community space to foster connections through drop-in and friendly visiting services. Populations served include seniors, vulnerable persons, and people experiencing social isolation. Fontbonne Ministries was founded in June 2000 by the Sisters of St. Joseph of Toronto to respond to changing societal needs. Sponsorship of Fontbonne Ministries was transferred to Catholic Health Sponsors of Ontario (CHSO) in 2022.

### **POSITION OVERVIEW**

Reporting to the Program Manager and working closely with the program team, the Food Program Coordinator & Cook role is motivated to address issues of food access and security through meal preparation and delivery while exploring other creative service options. This is an integral role that deals with competing priorities and requires comfort and understanding in serving populations that live in precarious conditions. This role is responsible for the organization and implementation of all food program-related events and activities, including program planning, development, training, cooking, set-up, follow-up and facilitation, across Fontbonne Ministries.

### **AREAS OF ACCOUNTABILITY**

#### **Accountable for:**

Acting in accordance with Fontbonne Ministries, mission, vision, values and policies in all dealings.

#### **Program Design & Facilitation**

- Oversees all aspects of programs to ensure quality and best practices are being implemented for the designated individual/population that is being serviced.
- Provides ongoing feedback to Program Manager for program improvement and innovation.



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- Works closely with the Drop-In Coordinators to ensure alignment in services offered.
- Implements best practices for ordering food and food receiving and storage, food handling, preparation and distribution, kitchen sanitation and safety, and equipment operation and cleaning.
- Arranges pick up of food donations.
- Oversees the Good Food Market.
- Assists with preparing meals for special events.
- Schedules weekly meals according to availability of food and donations and assists and oversees food preparation and cooking activities.
- Prepares and cook meals according to planned menus, ensuring high quality and nutritional value.

## **Volunteer & Student Engagement**

- Supports volunteer and student learning & growth opportunities.

## **Administration**

- Assists with tracking program metrics for reporting purposes.
- Participates actively in organizational training sessions, planning sessions, employee meetings.
- Completes program reporting requirements for funders as requested.
- Participates in internal and/or external committees as required.
- Participates in special projects and research activities as assigned by the Program Manager.
- Provides program descriptions and related service content information for the organization's social media platforms, annual report and other related communication vehicles.

## **Supervision**

- Coordinates, monitors and supervises employees within the program.
- Supports learning & growth opportunities based on employee interest and skills.

## **Other Responsibilities**

- Ensures compliance with health, safety, and regulatory requirements.
- Provides back up to other program employees during periods of vacation, illness or other absences.
- Performs other duties as required.



## **EDUCATION/TRAINING**

- Culinary certification and/or equivalent experience in food service.
- Food Handling Certificate required.
- First Aid/Level C CPR Certificate (or willingness to obtain) an asset.

## **EXPERIENCE**

- Experience working in a professional kitchen environment.
- Experience in menu planning and meal preparation for large groups.
- Experience working with the organization's priority populations including but not limited to seniors and/or vulnerable communities is an asset.

## **SKILLS & KNOWLEDGE**

- Ability to remain calm under pressure and to work in a fast-paced fluid environment
- Shows commitment to health equity, diversity and inclusivity.
- Demonstrates experience with anti-racism/anti-oppression approaches.
- Ability to work collaboratively within teams and with community partners.
- Ability to work with participants presenting with a wide range of social, emotional, physical, financial and/or mental health issues.
- Demonstrates flexibility, sound judgment, initiative and creativity.
- Demonstrates capacity to thrive and engage in a dynamic and changing work environment.
- Excellent interpersonal and communication skills.
- Proficiency in the use of computers and various software applications including Microsoft Office.
- Effective organizational and time management skills with focus and ability to prioritize a busy workload.
- Strong problem-solving skills and attention to detail.

## **ATTRIBUTES**

- Patient
- Shows initiative
- Versatile/adaptable
- Reliable
- Perceptive
- Kind/caring
- Team Player
- Hard-working



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## **WORKING CONDITIONS**

- Comfortable working in a faith-based environment
- Exposure to ambient temperatures and possible noisy conditions
- Will require the ability to walk and stand intermittently
- Will require bending and lifting intermittently
- May require occasional evening work and flexible hours

## **TO APPLY**

Please submit your applications here: <https://charityvillage.com/jobs/food-program-coordinator-cook-in-toronto-ontario-m4m-1h6-ca/>

Fontbonne Ministries values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). If you require accommodation during any stage of the recruitment process, please note that in your application. We thank all applicants, only those selected for an interview will be contacted.