



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), Health Benefits

Join Us in Making a Meaningful Difference

At Fontbonne Ministries, we're more than just a workplace -- we're a community dedicated to fostering dignity and creating positive change. Founded on the inspiring legacy of the Sisters of St. Joseph, we're looking for passionate individuals who share our commitment to building a more inclusive and supportive society.

Why Choose Us?

- **Purpose-Driven Work:** Be part of transformative programs that directly impact the lives of socially isolated individuals in our community.
- **Inclusive Culture:** Join an organization that actively champions diversity and equity, where every team member's unique perspective is valued and celebrated.
- **Exceptional Benefits:** Secure your future with our comprehensive HOOPP pension plan, one of Ontario's most respected pension programs.

Our Vision & Impact

We're dedicated to nurturing community, dignity, and spirit through:

- Building authentic connections with our community members
- Creating welcoming spaces where everyone belongs
- Driving positive social change through innovative programs

Our values guide everything we do:

- **Respect:** We celebrate each person's unique gifts and inherent dignity
- **Advocacy:** We lead positive change by responding to evolving community needs
- **Community:** We build strong, collaborative partnerships that create lasting impact
- **Compassion:** We provide personalized attention with empathy and understanding
- **Accountability:** We make sustainable choices that benefit future generations

If you're passionate about making a real difference while building a rewarding career with excellent benefits, we want to hear from you. Join our team and be part of a legacy of compassionate care and community building.



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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

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.
- 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.



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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 backup to other Program employee 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.



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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 the 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

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 application noting "Food Program Coordinator" on the subject line to hiring@fontbonneministries.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. While we thank all applicants, only those selected for an interview will be contacted.