

Employment Opportunity - Posting

The Salvation Army – Fort St John B.C.



Giving
Hope
Today

Job Title:	Food Services Coordinator	Competition #:	5118-FT-FSC
Ministry Unit/Dept:	121702/5118	Status:	Full time
Salary Range:	\$22.00	Date Posted:	February 21, 2024
Address:	Fort St. John, BC	Posting Expires:	
Applications Accepted By:			
Fax or E-mail: employeerelations@nchope.ca Attention: HR <p style="text-align: center;">Please no phone calls.</p>		Mail:	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
<p>POSITION PURPOSE SUMMARY: The Food Services Coordinator coordinates the food services operations for a ministry unit, to ensure compliance with the Canada Food Guide, and to ensure compliance with applicable health regulations. The Food Service Coordinator also prepares lunch and supper for the Northern Center of Hope guests during the week.</p>			
<p>BASIC FUNCTIONS/RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Creates, develops and maintains weekly menu • Monitors stock and makes weekly orders of food and supplies • Maintain inventory and records of food, supplies and equipment • Prepares and cooks complete meals for lunch and dinner according to the weekly menu plan • Ensures the cleanliness of the kitchen and work areas at the end of each day, including washing of dishes and pots and pans after each meal • Monitors food preparation of weekend and casual cooks to ensure all food and products are consistently prepared and served according to recipes, portioning, cooking and serving standards • Ensures all food and other items are stored properly • Ensures that kitchen is kept clean and properly sanitized • Decides on the appropriate, creative and efficient use of food, including donations so as to minimize wastage 			

- May participate in or participates in the hiring, orientation, training, development and evaluation of Food Services personnel; ensures staff safety in compliance with the Health & Safety Standards, monitors and analyzes incident reports
- Adapts work practices within specific parameters to ensure the efficient delivery of food services
- Monitors preventative maintenance procedures for related equipment, recommends repairs and purchases as required
- Takes responsibility for the ordering and monitoring of food and kitchen supplies and establishes guidelines for the security of food supplies and all cooking equipment
- Performs other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

**NOTE: You will be required to provide validated educational documentation.*

Education/Certifications:

- Completed formal post-secondary/college certificate program or specialized courses of Community College
- Food Safe Certification

Experience:

- More than two but less than three years of prior related experience, including one year of experience in areas of supervision and budgeting

Required Skills/Knowledge:

- Attention to detail, problem solving and analytical skills.
- Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility.
- Experience in using cutting tools, cookware and bakeware
- Ability to follow all sanitation procedures
- Ability to work in a team
- Very good Communication skills

HOURS: Monday – Friday, 10:00 am – 6:30 pm

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A clear vulnerable sector screening.
- A clean drivers abstract.
- Completion of our online Praesidium Abuse Training and required Health and Safety training.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.