



YOUR STORY MATTERS

Kitchen Coordinator

Starting Date: June 3rd 2024

Posting: #2024-04

Reports to: Residential Director of Care

We are seeking a Kitchen Coordinator to join our dedicated Residential Hospice team. The Residential Hospice Palliative team provide the highest standard of compassionate palliative, end-of-life care to our residential clients and their families. *This position will start as 30 hours per week with the expectation of 37.5 hours after probation period.*

The Kitchen Coordinator provides access to home cooked meals, snacks for residents and families; as well as supervising and managing the schedules of the Volunteer team in the kitchen. This role includes food planning, menus, shopping, and stock rotation (food preparation when volunteers not available).

Education and experience

- Experience in food preparation and customer service
- Ability to communicate effectively both verbally and in writing
- Physical ability to perform the duties of the position
- Team player with exceptional flexibility and problem-solving abilities
- Interpersonal skills and ability to work compassionately with residents and their families
- Ontario Food Handling Certificate required
- Knowledge and commitment to the not for profit sector, including supporting fundraising
- Experience working with volunteers preferable
- Ability to network effectively and market Hospice Wellington and the role of the Volunteer
- Efficient management of Kitchen expenditures and budget
- Ensuring and participating in the maintenance of organization and cleanliness of Kitchen
- Valid Drivers License
- Current Vulnerable Sector Check Required

As an equal opportunity employer, Hospice Wellington is committed to employment accessibility, diversity, equity, and inclusion. For this reason, we encourage applications from members of equity-seeking groups including women, racialized and Indigenous communities, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

Accommodation is available during all aspects of the recruitment process. If you require accommodation, please make your request known when contacted.

Please mention the job posting number and submit your resume and cover letter in confidence to info@hospicewellington.org **Attention: Hiring Committee: #2024-04** **Posting closes 05.10.24**

We thank all applicants for their interest; only those who are selected for an interview will be contacted.