



YOUR STORY MATTERS

Kitchen Coordinator

Part-time 30 hours per week

We are seeking a Part time 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. Shifts are 6 hours per day.

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 (with some 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
- Valid Drivers License

Please express any interest for this position by **September 27th 2019**, or direct interested parties to Pat Stuart, Executive Director at pat.stuart@hospicewellington.org or call 519-836-3921 Ext. 225.

A current resume and formal interview process are required.

Hospice Wellington is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all applicants for their interest; those who are selected from your resume presentation and experience will be contacted for an interview.

Upon hire, a current Police Record Check will be required.