



Kitchen Supervisor

The Burnaby Neighbourhood House is looking for a Kitchen Supervisor to work in our busy kitchen. The position will be responsible for weekly cooking for our seniors' programs and special events as well as frozen meals in November/December for our holiday outreach campaign. The supervisor will also be responsible for ensuring that the shared kitchen is running efficiently within health department guidelines.

General Duties and Responsibilities:

- Cook for weekly seniors' programs and monthly special events
- Monitor shared items in kitchen and ensure adequate supplies are ordered
- Work with and supervise a team of kitchen volunteers
- Monitor regular kitchen maintenance and inform custodial staff if issues arise
- Provide orientations to volunteers, staff, and user groups that are sharing the kitchen
- Work with a diverse staff and volunteer team
- Schedule and lead bi-annual check-in meetings with all kitchen users

Qualifications:

- Experience supervising volunteers
- Proven experience in a commercial kitchen environment
- Experience with meal planning and budgeting
- Current Food Safe Certificate
- Experience in a high-paced environment
- Experience in a multi-cultural and diverse environment
- Ability to work independently
- Attention to detail/well-organized
- Able to cook for 70 individuals
- Able to lift up to 50lbs

Hours of Work & Rate of Pay:

The Kitchen Supervisor works a minimum of 11 hours per week for 6 months (starting on first day of employment). The supervisor will also work 5 additional hrs/week for special events (the weeks of September 25, October 2, December 11, February 5, March 19, May 7, and June 18) and 16 hours/week for 2 weeks in late November/early December (exact dates TBD).

Rate of pay is \$23.39/hr

Must be available Thursdays and Fridays

Reporting:

The Kitchen Supervisor reports to and is supported by the Kitchen Coordinator.

Please reply with resume and cover letter quoting the position you are applying for to:

Email: simoneg@burnabynh.ca

Closing date: Until the position is filled