**Job Opening**

**Relief Kitchen Coordinator for St. Luke’s Lunch Club**

**On call position/ *approximately 35 days per year*/Hours of operation 7a.m.-2p.m. Monday-Friday**

Salary: $15.00 hr.

**Job Summary**

The primary responsibility of the Relief Kitchen Coordinator is to insure that a light breakfast and a noon meal are prepared for our Drop-in participants. He/she is also responsible for maintaining an effective liaison with clients, volunteers and staff.

**Responsibilities**

* Plans and prepares meals for approximately 120 people based on Canada’s Food Guidelines and in consideration of food supplies and budget limitations. (We depend on donations for the most part)
* Uses food supplies effectively in meal planning so as to minimize food wastage and maximize nutritional value.
* Ensures that food is handled, prepared and stored in a manner consistent with the Health Department’s Safe Food Handling procedures.
* Supervises volunteers, who are working in the kitchen and stockroom, insuring that they are following correct procedures when handling food, cleaning equipment etc.

**Qualifications**

* + Creative cooking skills
  + Safe Food Handling Certificate
  + Non Violent Crisis Intervention Certificate
  + Ability to supervise volunteers
  + Understanding and sensitivity to poverty and minority issues
  + Experience working in a community setting
  + Proven ability for team work and leadership role
  + Fluency in English is required, other languages an asset
  + Police record check

**Please submit resume on or before June 15, 2012**

**St. Luke’s Lunch Club & Drop-in Centre**

***Hiring Committee***

Maxine Stata

c/o St. Luke’s

Anglican Church of Canada

760 Somerset St. W

Ottawa, ON

K1R 6P9

Email: [lunchclub@stlukesottawa.ca](mailto:lunchclub@stlukesottawa.ca) ( Microsoft Word format only)

**Only candidates selected for interviews will be contacted.**