



Victoria Rainbow Kitchen Society Position Description

Kitchen Coordinator

Staff
✓ Volunteer

Purpose of Position: To oversee the operation of the daily service on the guest side and to help the Operations Manager with other day to day tasks

Duties and Responsibilities:

- Acts as support/back up to Operations Manager
- Oversees the set-up and tear-down of the dining hall
- Manages guest seating; monitors door to facilitate easy flow into dining hall
- Monitors behavior of guests in dining; handles issues as they arise and escalates to the Operations Manager when appropriate
- Provide leadership in accordance with Rainbow Kitchen's values
- Inputs data into system as required
- Assists in planning weekly menus when needed
- Helps support volunteers in their work with guests
- Develop positive relationships with guests and volunteers
- Monitors donations that come to the door. Handles in accordance with policy.
- Attends Leadership Team meetings
- Membership on the Operations Committee is encouraged

Skills and Knowledge Required:

- Passion for providing a warm caring environment for both guests and volunteers
- Self-motivated and able to work independently without supervision
- Ability to work with a variety of personalities of both volunteers and guests
- Appropriate use of tact and diplomacy when dealing with volunteers and guests
- Communicates respectfully with guests and other volunteers
- Excellent communication skills
- Ability to delegate, organize and prioritize
- Ability to support and encourage other leaders in their work

Qualifications:

- Must be willing to embrace the Vision, Values, and Goals Statement of the Victoria Rainbow Kitchen Society
- Food Safe Certification an asset
- First Aid certificate an asset
- WHIMIS certification an asset
- Working knowledge of Word, Excel, Access and email

Training Provided:

- Food Safe Certification
- On the job training/coaching



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- Other external training as needed

- **Supervision and Support:** Reports to the Operations Manager