



## Victoria Rainbow Kitchen Society Position Description

- Staff
- ✓ Volunteer

### Product and Food Coordinator

**Purpose of Position:** To oversee the necessary documentation of inventory and to assist the Kitchen Coordinator with other day to day tasks

**Duties and Responsibilities:**

- Assists in planning weekly menus
- Organise upper and lower pantry areas – including shelves, fridge and freezers
- Oversee documentation of all incoming and outgoing inventory
- Maintain an inventory food log of all incoming and outgoing inventory
- Oversee all incoming and outgoing products (shipping and receiving)
- Help with basic bookkeeping and documentation of inventory
- Help support volunteers in their work with guests
- Attend Leadership Team meetings

**Skills and Knowledge Required:**

- Self-motivated and able to work independently without supervision
- Able to work with a variety of personalities of volunteers and guests
- Able to work in a team environment
- Excellent communication and interpersonal skills
- Leadership skills, including ability to motivate, delegate, communication and time management
- Able to work under pressure and multitask
- Able to support and encourage leaders and volunteers in their work
- Bookkeeping and word processing skills are an asset

**Qualifications:**

- Food Safe Certification(**level one or two?**)
- First Aid certificate an asset
- WHMIS certification an asset
- Working knowledge of Word, Excel, Access and email
- Must be willing to embrace the Vision, Values, and Goals Statement of the Victoria Rainbow Kitchen Society

**Training Provided:**

- Food Safe Level 1 and 2
- On the job training

**Supervision and Support:** Reports to the Director of Operations