
Job Title: Food Services Coordinator
Division: Saanich Centre
Organization: Silver Threads Service
Date Prepared: April, 2024
Supervisor: Director, Saanich Centre

Position Summary:

Silver Threads Service is a charitable, not-for-profit society that enhances social connections and well-being for individuals 55+. We do this by providing accessible programs and services. Programs are offered at our two centres, located in Victoria and Saanich.

Reporting to the Centre Director, the Food Services Coordinator is responsible for the daily operation of the Silver Spoons Café in our 55+ Centre. This includes Daily lunches, selling frozen meals, and supporting Food Security Programs. Duties include menu planning, costing, food preparation, and customer sales and service.

The Coordinator will ensure the Food Safety and Sanitation Plans are implemented and kitchen equipment is well maintained. As well, track inventory, monitor daily sales, purchase products from wholesalers (in store) and orders (online) from retailers within budget guidelines. Must support volunteers and part time staff. Ensures the kitchen is an organized and clean work place and provides high quality service to a senior clientele.

Key Responsibilities:**Service Delivery**

- Through outsourcing and food preparation plans the Daily Menus including: baked goods, soups and sandwiches
- Manages the frozen meal program, including ordering, tracking and promoting
- Implements procedures and maintains cleanliness, sanitation, and organization of the kitchen according to required standards set by Island Health and Silver Threads Service
- Works with the wholesalers, orders, receives and picks up food orders and deliveries.
- Maintains inventory, including the annual inventory
- Provides excellent customer service to senior clientele

Job Description

SILVER THREADS SERVICE Food Services Coordinator

- Handles cash and manages the cash register
- From time to time, the employee may be asked to perform other related duties

Administration and Human Services

- Supervises and guides the work of volunteers with diverse skills and needs
- Supports the implementation of financial best practices and is aware of and achieves revenue and expense targets

Education and Experience

- A minimum of Grade 12 or equivalent
- Food Safe, minimum Level 1
- Experience working in a commercial kitchen, able to cook, bake and work safely with related equipment
- Minimum 2 years experience in food preparation/service
- Satisfactorily pass a Police Information Check
- Experience working with older adults an asset
- Current First Aid an asset

Knowledge, Skills and Abilities

- Ability to oversee a commercial kitchen and follow all best practices in the operation
- Strong leadership skills that inspire and motivate others
- Provides excellent customer service and communication
- Ability to exercise tact and diplomacy, accept change
- Demonstrated ability to set goals, establish priorities, implement new ideas, and manage change
- Familiar with budgets and tracking revenue and expenses
- Strong interpersonal skills including the ability to communicate effectively with centre members, participates and members of the public
- Able to use computer software programs (i.e. Word, Excel, email) and ability to easily learn new programs
- Flu Shot required

Working Conditions:

Job Description

**SILVER THREADS SERVICE
Food Services Coordinator**

Exciting, challenging and busy environment

Climate for initiative, creativity, and ability to work both independently and as a team member

Must have own vehicle. Travel required in and around the Greater Victoria area using personal vehicle

Lifting up to 25 lbs. required (eg: receiving product, organizing supplies, etc.)

Employee Signature: _____ Date: _____