

Title: Soup Kitchen Manager

Purpose:

The purpose of this position is to ensure that the soup kitchen operates smoothly and efficiently, providing nutritious meals to clients in a safe and welcoming environment. The Soup Kitchen Manager is responsible for the overall operation of the soup kitchen, including menu planning, food production and procurement, inventory management, and ensuring compliance with health and safety regulations.

Job Classification:

Level 2

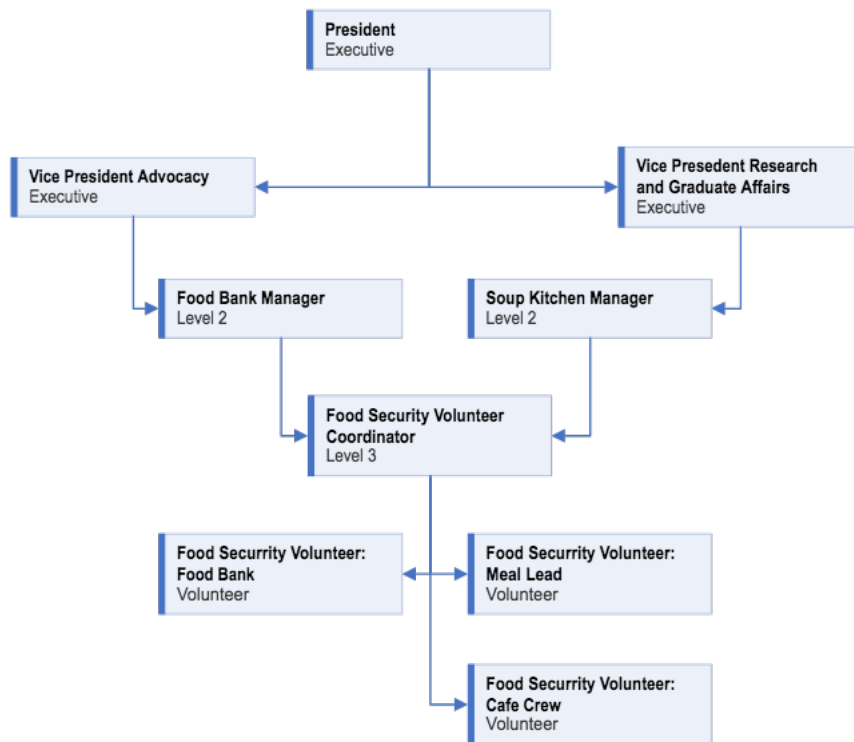
Compensation:

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 14%.

This position is part-time, with a maximum of 15 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

Reporting and Supervision:

This position reports to the Vice President Research and Graduate Affairs, and co-supervises the Food Security Volunteer Coordinator with the Food Bank Manager. This position provides shift supervision to Food Security Volunteers as needed.



Duties and Responsibilities:

Essential Duties

Create and establish a schedule of operating hours for the soup kitchen, as well as the necessary staffing levels for each shift. Communicate this information to the Food Security Volunteer Coordinator so that they can properly schedule volunteers.

Prepare a task list for each shift of Food Security Volunteers who are working in the soup kitchen.

Minimize food waste by overseeing food preparation and presentation, ensuring consistent quality and portion sizes, and determining appropriate production levels to prevent overproduction and underproduction.

Ensure compliance with health and food safety standards among volunteers and provide training and supervision on following standardized recipes and preparation procedures.

Ensure that all equipment and the work area are cleaned using recommended cleaning agents and following established procedures.

Manage the resources of the soup kitchen, including budget and inventory, by monitoring inventory levels and ordering food, beverages, equipment, and supplies as needed, following inventory management principles such as FIFO.

Investigate and address any complaints related to food quality or service.

Develop a 4-6 week seasonal menu with budget costing.

Other Duties

Raise awareness of the soup kitchen (Captain Crow's Café) among Mount students by creating and implementing promotional campaigns and initiatives that showcase the service.

Assist volunteers in managing food inventory, including wrapping, labeling, dating, and freezing any leftover foods that are not scheduled for immediate use, and ensuring sufficient stock of all materials is being kept and stored properly.

Additionally, aid in food preparation as needed (e.g., chopping, slicing, etc.).

Key Responsibilities

Oversee the presentation of food prepared by volunteers to ensure quality and consistency.

Maintain and keep required records related to food safety, occupational health and safety, and other relevant documentation, including but not limited to food inspections, temperature logs, training records, and incident reports, as required by law and relevant organizations.

Work collaboratively with the Food Bank Manager to ensure that excess food supplies from the food bank are used effectively in meals, and that the food security space is shared appropriately. Also, collaborate in supervising the Food Security Volunteer Coordinator as needed.

Immediately report any maintenance requests related to the facilities, including pest removal, to ensure timely resolution and minimize disruptions to soup kitchen operations. In case of equipment failures, report them promptly to the appropriate person for repair or replacement.

Ensure all recipes and other soup kitchen standard operating procedures are maintained and available in the soup kitchen at all times.

Governance and Service

Attend monthly service managers meetings, and collaborate with other services on projects as appropriate.

Attend and actively engage in all Food Security Committee Meetings, and be willing to participate in other committees or working groups as needed.

Create service reports and submit them to the VP Research and Graduate Affairs as necessary, including before each Students' Representative Council meeting, and before the semi-annual and annual general meetings.

Assist in implementing the strategic plan by evaluating the soup kitchen service (Captain Crow's Café) and identifying areas that require improvement to meet the plan's objectives.

Required Qualifications:

Education

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Have or be able to obtain certifications in WHIMIS, First Aid, Mental-Health First Aid, and Advanced Food Safety, Allergen and Gluten Free training.

Experience

At least 1 year of experience with commercial food preparation required.

Experience in staff and volunteer management and supervision.

Previous experience in management role an asset.

Knowledge, Skill and Abilities

Knowledge of soup kitchen operations, food safety regulations, and hunger relief programs.

Must have or be able to attain an advanced food safety certification.

Proficiency in using various software and technology tools, such as office 365, and social media platforms.

Strong communication skills, both written and verbal.

Ability to independently learn operations, procedures, processes and use of equipment.

Behavioural Competencies

Demonstrated ability to work effectively both independently and collaboratively.

Passionate and committed to addressing food insecurity and related issues.

Strong interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, volunteers, and clients.

Adaptability and flexibility to respond to changing situations and priorities.

Demonstrated integrity and ability to maintain confidentiality.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

Preferred Qualifications:

Bachelor's degree in a relevant field, such as tourism and hospitality management and applied human nutrition, and/or a diploma in culinary arts.

Mental/Physical Effort and Working Conditions:

The work environment can be noisy, fast-paced, and require standing for long periods of time. It may also involve working in a hot and humid environment, and handling sharp tools and equipment.

The job requires good physical stamina and the ability to perform physically demanding tasks, such as lifting heavy objects, bending, and twisting.

People in this position must follow strict safety guidelines to prevent accidents, such as wearing protective clothing and using kitchen equipment safely.

People in this role will be interacting with students experiencing food insecurity, who may themselves be experiencing high levels of stress. This can be stressful for those working in this position.