



## JOB POSTING

POSTING #: 2024-05

POSITION TITLE: RELIEF FOOD SERVICES COORDINATOR

### THE OPPORTUNITY

**Join one of the [Top 10 Canadian Youth Impact Charities of 2022](#) today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.**

**Learn more about Eva's Initiatives and the work that we do.**

[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](https://evas.ca)

### ROLE OVERVIEW

This position reports to the Senior Site Manager at **Eva's Place: 360 Lesmill Rd, North York, ON M3B 2T5**. The position works in a shelter environment with its associated stresses and with youth who may at-times be in crisis and may demonstrate related behaviours.

### RESPONSIBILITIES

- Responsible for the coordination and preparation of meals
- Develop menus that have creative, nutritional and healthy meals
- Prepare 3 meals and two snacks per day, when on call
- Assist with some food preparation for in-house meetings as needed
- Develop weekly menu that provide variety and meet dietary and cultural and/or religious practices (meet Shelter Standards)
- Responsible for ensuring the kitchen and food storage areas meet service and health and safety standards (Public Health and Food Handlers)
- Responsible for ensuring food safety inspections are completed
- Responsible for kitchen administration: liaison with food service companies, distributors, and agencies; oversee inventory, ordering, receiving and safe storage of food and supplies; reconcile and manage petty cash; maintain orders from Food Banks/Second Harvest and donors; manage any other administrative duties as required by the position
- Responsible for coordination of all food donations: receiving, sorting, storage and complete any paperwork required for processing donation
- Communicate effectively with the staff team to address gaps and needs
- Ensure the effective communication with the staff team to deliver food services in a respectful, professional and

- Complete any other tasks as required

## QUALIFICATIONS

- Certificate in Cooking/Food Preparation and/or Kitchen Management, or equivalent training and/or prior experience in running a kitchen
- A minimum of 2 years' experience working in food service industry
- Experience in ordering, inventory management, budgeting
- Basic Computer Skills & experience in Word and Office applications
- Demonstrate effective communication and conflict mediation skills
- Experience working independently and within a large team
- Food Handler's Certification
- First Aid and CPR Certification
- Knowledge of the issues impacting homeless and at-risk youth
- Experience working with youth is an asset
- A valid Driver's License and clean abstract

## SALARY

The position is unionized, with an hourly rate of \$27.26.

## APPLY

Submit a cover letter and resume in one PDF document by **February 13, 2024, 5:00 pm** to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2024-05 Relief Food Services Coordinator** in the title. No phone calls, please.

## CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

## LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

## LOOKING TO LEARN AND GROW WITH US?

Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

## Eva's Initiatives for Homeless Youth

Administrative Office: 401 Richmond St W., Suite 245, Toronto, Ontario, M5V 3A8  
Email [info@evas.ca](mailto:info@evas.ca) | Website [www.evas.ca](http://www.evas.ca)

   Connect with us @evasinitiatives!