



## JOB POSTING

POSTING #: 2026-08

POSITION TITLE: FOOD SERVICE COORDINATOR (SATELLITE) – FULL TIME

UNIONIZED SALARY: \$26.18

### 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 \(evas.ca\)](#)

This position reports to the Health and Wellness Team Lead.

### ROLE OVERVIEW

Eva's Initiatives for Homeless Youth provides safe shelter, supportive services, and long-term solutions to youth homelessness. We believe all young people deserve safe, affordable housing, great support, and access to resources to reach their full potential.

The Food Services Coordinator is responsible for handling day-to-day Kitchen Operations at the assigned sites. The Food Services Coordinator will maintain a clean and tidy workspace in keeping with the Universal and Industry Health and Safety standards. The Food Services Coordinator will work with the team at assigned location towards furthering the mission of that site. That person will ensure the delivery of food services meet Shelter Standards and reflect the care and professional standards.

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. The assigned site is an emergency shelter and harm reduction facility for homeless youth ages 16 - 24.

This job requires individuals to take shifts on the weekend. This is a unionized position, and you will work 40 hours per week at our **Eva's Satellite location: 25 Canterbury Pl, North York, M2N 0E3.**

### RESPONSIBILITIES

#### Meal Planning and Preparation

- ◆ Responsible for the coordination and preparation of all the meals.
- ◆ Develop menus that have creative, nutritional, and healthy meals.
- ◆ Prepare three meals and two snacks per day, seven days a week and for special occasions.
- ◆ Assist with some food preparation for in-house meetings as needed.
- ◆ Develop weekly menus that provide variety and meet dietary, cultural, and/or religious practices (meet Shelter Standards).

## Food Safety, Compliance and Kitchen Operations

- 🔹 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.
- 🔹 Ensure food storage, handling, and preparation practices comply with all regulatory and organizational standards.
- 🔹 Communicate effectively with the staff team to address gaps and needs.
- 🔹 Ensure effective communication with the staff team to deliver food services in a respectful, professional manner.

## Administration, Inventory and Procurement

- 🔹 Liaising with food service companies, distributors, and agencies.
- 🔹 Overseeing inventory, ordering, receiving, and safe storage of food and supplies.
- 🔹 Reconciling and managing petty cash.
- 🔹 Maintaining orders from Food Banks/Second Harvest and donors.
- 🔹 Managing any other administrative duties as required.
- 🔹 Receiving, sorting, and storage.
- 🔹 Completing paperwork required for donation processing.
- 🔹 Complete any other tasks as required.

## QUALIFICATIONS

- 🔹 College Diploma or Certificate in Cooking/Food Safety and 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 Licence and clean abstract

## APPLY

Submit a cover letter and resume in one PDF document by **March 04, 2026 at 5:00 pm** to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2026-08 Food Service 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: 60 Brant Street, Toronto, ON M5V 3G9

Email [info@evas.ca](mailto:info@evas.ca) | Website [www.evas.ca](http://www.evas.ca)



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