

KITCHEN MANAGER – Volunteer position description

OBJECTIVE

Volunteer/s who works in partnership with the Wardens and Parish Council of St. Thomas' to implement and carry out all aspects for the successful operation of the kitchen.

Responsibilities include:

- o Collaborate with the Administrative Assistant to oversee access and use of the kitchen facility and to provide appropriate training for all users.
- o Carryout food safety and kitchen sanitation requirements according to Provincial Health Regulations. Any necessary education will be provided.
- o Point of contact for Health and Food inspectors.
- o Monitor kitchen operation and maintenance.
- o Ensure equipment, assets and supplies are available and maintained to safe standards.
- o Create forms and asset records with administrative staff.
- o Work towards developing a trained kitchen “team” with specific duties so that the Kitchen Manager position does not become prohibitively time-consuming.

Duties include:

- o Providing access to kitchen.
- o Training all users as identified by Administrative Assistant.
- o Implementing food safety requirements according to Provincial Health Regulations and good practices.
- o Implementing kitchen sanitation requirements according to Provincial Health Regulations including user hygiene and hand washing procedures.
- o Liaising with Health and Food inspectors.
- o Developing and monitoring kitchen operation and maintenance by working with suppliers and administrative staff.
- o Maintaining equipment, assets and supplies to safe standards.
- o Working with administrative staff to ensure appropriate records are kept of all certified users, forms and assets.
- o Developing assistants to fill in for, or take over from, the kitchen manager.