



JOB POSTING
Food Services
Director of Food Services
\$60,000-70,000

Reporting to the Executive Director, The Director of Food Services will have responsibility for the overall management of all aspects of food programming. This includes but is not limited to budgeting, purchasing, storage and distribution of food for all sites and for the operation all food programming within Mission Services sites.

KEY RESPONSIBILITIES:

1. Oversee centralized purchasing, procurement and distribution of all food and kitchen related items for all three sites ie. Men's Emergency Shelter, Women's VAW Shelter, Wentworth Site.
2. Oversee all food purchasing, inventory management, site allocation, tracking and distribution of donated and purchased food.
3. Staff team supervision, support, scheduling, and evaluation for staff in the Community Kitchen, Men's Shelter Kitchen, Women's Shelter Kitchen, the Good Food Center, and the Warehouse.
4. Work collaboratively with Volunteer Program and Staff to oversee training, orientation and scheduling of volunteers, placement students and clients performing community service hours.
5. Work collaboratively with Senior Management on program design, planning and implementation as needed.
6. Budget forecasting and monthly reporting as well as program analysis, statistical and financial reporting
7. Active participation in senior leadership team focused on agency-wide goals, planning, evaluation and continuous quality improvement
8. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. Post-secondary education diploma or certificate or equivalent experience in a related field
2. Experience working in a social service or health care setting
3. Demonstrated understanding of working with marginalized groups
4. Experience working with volunteers in direct service roles
5. Valid Food Handlers Certificate
6. Knowledgeable in the areas of Quality Assurance and Health & Safety
7. Committed to uphold the organization's mission, values and standards.

Mission Services is an equal opportunity employer - In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

How to Apply

Please submit a résumé with cover letter to:

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2

or email to hr@mission-services.com

Applications will be accepted until position is filled