

Community Meal Coordinator – Ref. No. 20068

Community Food Centre

Permanent | Full-Time

The Alex: Changing Health. Changing Lives. The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory. In addition to the Family Health Centre, we run a Seniors Health Centre, a Youth Centre, two Mobile Community Health Buses, one Dental Health Bus, four Housing First Programs, and a Community Food Centre.

What we do and why we do it:

The Alex Community Food Centre (CFC) is a welcoming place where people come together to grow, cook, share and advocate for good food for all. CFCs provide people with emergency access to high quality food in a dignified setting that doesn't compromise their self-worth. People learn cooking and gardening skills and build relationships that help them make healthier food choices. Community members find their voices on the issues that matter to them, and people find friends and support. CFCs offer multi-faceted, integrated and responsive programming in a shared space where food builds health, hope, skills and community. Good food is just the beginning...

The Community Meal Coordinator is responsible for overseeing and delivering community meal programming at The Alex Community Food Centre, which serves a diverse population who often experiences challenges posed by poverty and food insecurity. The Community Meal Coordinator is responsible for the preparation of healthy, delicious, and family-friendly meals. This position is integrated across all CFC programs and requires consistent collaboration and teamwork. The Community Meal Coordinator is mainly responsible for cooking approximately 500+ healthy, delicious and family-friendly meals per week. This is a permanent full-time position. Hours are mostly day shifts Monday-Friday; occasional evenings and weekends as required. Evening and weekend programming is variable due to COVID-19.

What you will do:

- Oversee and provide leadership to Community Meal program; work collaboratively with staff team to deliver the program
- Plan menus for the Community Meal program that reflect our philosophy and commitment to healthy food
- Support and oversee team of diverse volunteers in the kitchen
- Provide training and instruction to volunteers with a wide variety of skills and experiences
- Oversee and set a high standard of health and safety in the kitchen space and dining hall
- Manage kitchen organization, cleaning, health and safety
- Oversee maintenance of equipment and resources in the kitchen
- Source, order, and manage inventory of food for Community Meals and basic kitchen supplies
- Assist with sourcing of food for other community programs as needed
- Liaise with other users of our kitchen space to ensure standards and best practices are shared
- Support cooking and nutrition education
- Support other program staff to develop cooking skills
- Support other program areas as needed (skills, engagement and education)
- Engage in cooking demonstrations
- Advocate for healthy food in our community
- Attend staff meetings, training, and events as needed
- Model professional behavior and positive communication with participants, volunteers, staff and partners
- Promote culture of health and safety within our space
- Represent The Alex Community Food Centre in the community
- Interview, screen, and supervise assigned placement students
- Assist with data collection and entry as directed

What you bring:

Qualifications and Experience

- 3 years of experience with large-scale food preparation and kitchen management
- Diploma in a related field of study (culinary, nutrition, social work)
- Demonstrated ability to plan and prepare healthy, delicious meals for 150-250 people
- Experience with budgeting, sourcing food, and working with suppliers
- Experience working with volunteers
- Food Safe Certificate is required
- Standard First Aid – Level C CPR & AED is required
- A Class 5 non-GDL driver's license, a personal vehicle, a clean driver's abstract, and \$2 million liability insurance are required

Knowledge and Skills

- Commitment to and knowledge of food security issues, knowledge of nutrition
- Ability to work sensitively with people of diverse backgrounds who experience poverty/discrimination
- Ability to work collaboratively with a multidisciplinary staff team and wider organization.
- Experience with community/social services sector through work or volunteer experience an asset
- Patient with a good sense of humor and an ability to inspire and motivate others
- Supervisory skills an asset
- Experience with program planning and evaluation
- Strong administration skills
- Knowledge of the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commissions (TRC) 94 Calls to Action an asset

Why You Want to Work with Us:

The Alex is an innovative and diverse organization which seeks to invest in its employees and see them succeed in their chosen careers. If you are seeking a deeply rewarding, yet challenging career helping Calgary's vulnerable populations, this might be the place for you!

- Group Benefits after 3 months
- 3-paid weeks of Vacation
- Paid Wellness and Personal Days
- RRSP Matching after 6 months
- Reimbursement of Professional Designation fees
- Investment in Professional Development
- Health and Lifestyle Enhancement benefit

How to apply:

If you are as passionate as we are about being a part of the solution to resolve homelessness, please email your resume to jobs@thealex.ca and be sure to include the job title and reference number in the subject line. This job posting will remain open until a suitable candidate is found.

For further information about The Alex and its programs, we encourage you to visit our website at www.thealex.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.