

Job Title	Community Kitchens Coordinator
Job Summary	<p>Working as an independent contractor and coordinating with the Skills Centre’s Programs Manager, this position is responsible for coordinating the Community Kitchens initiative in the areas of Trail and/or Rossland and for facilitating community kitchen groups, connecting participants and promoting nutritious meal preparation</p> <p>Position: Contract</p> <p>Hours per week: 1-2 days per week; 8 – 16 hours per week</p> <p>Wage: \$25.00 per hour</p> <p>Start Date: As soon as possible</p>
Responsibilities	<p>When providing services for Community Kitchens, the coordinator will:</p> <ul style="list-style-type: none"> • Manage the recruitment of participants - work closely with organizations such as FAIR, Trail Association for Community Living, CDS, Skills Centre, Sanctuary, the United Way and others to identify potential participants that might benefit from the program • develop menus for the weekly programs based on what is available at the foodbank that week and what is “on special” in the local supermarkets • work with the food banks in the area to deliver the program; • share knowledge of community services and resources; • promote community inclusion and healthy lifestyle habits; • Within the allocated budget, purchase supplies required for the weekly menu • Facilitate cooking sessions including setting up work stations, delegating responsibility (if necessary) as well as participating in cooking and cleaning up • Maintain an on-going inventory of supplies and organize storage areas • Oversee and guide the role and work of the assistant leader • Ensure participants feel welcome and included in the group’s decision-making and task-sharing • Assist participants to create and adhere to group norms • Address emergent issues requiring conflict resolution and encourage group harmony • Manage petty cash and ensure all financial records are submitted to the Skills Centre • Maintain Kitchen Activity Reports and Incident Reports • promote available supports
Core Competencies	<ul style="list-style-type: none"> • Emotional Intelligence (empathy, self-awareness, self-regulation, motivation, social skills) • Active listening • Adaptability • Communication • Decision making • Interpersonal awareness • Building collaborative relationships • Problem solving • Teamwork

Qualifications and Experience	<ul style="list-style-type: none">• Experience/ Ability to work and engage with diverse groups of people• Good communication and interpersonal skills• Basic cooking skills and knowledge of nutrition are an advantage• Good shopping and budgeting skills• Flexible, organized and a team player• Group facilitation skills and experience preferred.• FoodSafe certification required (training can be provided).
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