BSUC Kitchen Supervisor 2025

Administration

1. Plan meals, including frozen TGIF meals, with support from head cooks, and in cooperation with community organizations, including other faith-based organizations such as Christ Church, St. Joes and St. Thomas. This may include one or more lunches dependent on programming. Both on-site and off-site meals.
2. Monitor inventory of food and supplies required for all scheduled meals. Ensure no excessive inventory.2(b) Monitor donations of goods
3. Oversee ordering and shopping to ensure adequate inventory of food and supplies
4. Monitor budget, receipts are required for reimbursement and tax purposes. The church credit card can be used for online purchases/orders made in cooperation with the administrator. A courtesy card can be used for instore purchases.
5. Allow at least 2 business days for administrator to place orders, produce flyers, labels, send thank you cards to business etc. Tues. and Thurs between 9-1 are current office hours. A funeral or other large event may increase the time required for administrative assistance.
6. Ensure Administrator is aware of any additions or deletions that need to be made to office copy of volunteers and community partners on a monthly basis.
7. Ensure adequate frozen meal inventory is maintained for TGIF program.
8. Maintain meal tracking sheets, separating them according to title of program. Eg TGIF, School lunches, etc. Share information with Chief cooks, volunteer leaders, and main office staff.
9. Maintain regular communication with main office staff, attend staff meetings when required.

Health and Safety

10. Maintain current Safe Food Handler certification. Ensure that volunteer leader(s) are also certified. The cost of certification may be reimbursed and will be an expense drawn from food ministry budget.
11. Ensure that volunteers are aware of location of first aid kit and equipment outside Sills doorway.
12. First Aid/ CPR training should be kept up to date. Reimbursement for staff and 2 kitchen leads will be provided with receipts.
13. Record and report any injuries that take place on the church property and provide a copy to the main office.
14. Provide appropriate head, hand, body coverage. Hair & beard nets/caps, gloves, etc.

15. Ensure all equipment in kitchen is not altered from original working condition to maintain any safety features available.
16. Ensure volunteers have received the necessary information and adequate training required to function in their role with ease.
17. Notify the main office and property personnel of any maintenance concerns.
18. Screen Volunteers prior to allowing access to the kitchen, not all volunteers are suited to all tasks. Personal and Food safety is a priority.
19. Ensure that all volunteers are aware of the UCC and the legal zero tolerance stance relating to inappropriate/ unwelcome behaviours. Be familiar with, and direct others to the health and safety board found in the lower hallway next to double doors for more information.

Volunteer coordination

20. Maintain a computerized list of volunteers that can be easily shared in house with a kitchen leader and office administrator. Update on a regular basis.
21. Communicate with volunteers via phone, text, email to ensure adequate kitchen and distribution (TGIF) staffing. Include office administrator in bulk emails only.
22. Devise a monthly, bi- or tri monthly calendar which allows volunteers to switch shifts amongst themselves when needed.
23. Coordinate cooking and packing of TGIF meals
24. Be available on site or on call to support kitchen volunteers during scheduled cooking days.
25. Coordinate use of kitchen by community cooking partners in conjunction with office administrator. Ensure that days are scheduled well in advance or on a set schedule so that there is no chance of a double booking in the kitchen or an event taking place in the Sills auditorium.

Quality Control

26. Monitor and maintain processes and standards of safe food handling, storage and hygiene for volunteers who are engaged in the preparing, serving or storing of food and ingredients.
27. Ensure Safe food handling and other pertinent Certifications are up to date for self and kitchen leader(s), while also adhering to all county and provincial legislation and regulations

Accountability & Reporting

28. This staff position works in cooperation with the larger staff team of BSUC and reports directly to the minister regarding program related items. A member of the HR team is available for consultation on personnel related matters.
29. All expenses must be covered under the yearly budget set for Food ministries. This number may fluctuate if additional grants and/ or donations are received throughout the year. Any purchase that will cause the budget to be exceeded must receive prior approval through the church office. This may require several business days.
30. Participation in any documentation process required by BSUC or the wider UCC.
31. A probationary period of 3 months is mandatory for all staff.
32. A yearly collaborative review will take place to facilitate any necessary changes to the job description and to the execution of assigned duties.

Compensation

- Starting at $23/ hour. Start date negotiable, preferred date January 6th
- 10-15 hours week at present. Potential for increase in hours for suitable candidate when additional funding is secured in 2026.
- Schedule can be easily adapted for candidates with school aged children

Dec. 2025. No Phone Calls. Brief Cover Letter with Resume.