LSCO LETHBRIDGE Senior Citizens ORGANIZATION

500 11th Street South
Lethbridge, Alberta T1J 4G7
P: 403.320.2222 • F: 403.320.2762
www.lethseniors.com

# Assistant Food Services Coordinator

**Responsible to: Food Services Coordinator**
**Relates to: Operations Manager**

**Goal:**

Under the supervision of the Food Services Coordinator, the Assistant Food Services Coordinator will be responsible for preparing, cooking and portioning nutritious meals, which promote health, well-being and independence for Meals on Wheels clients. Duties to include preparing ingredients, assisting with the preparations and adhering to menu and following food health and safety procedures. Cook, clean & assist other cooks and staff with the delivery of food in a fast-paced environment. Assistant Food Services Coordinator will act as the Food Services Coordinator in the absence of the Food Services Coordinator and will be responsible & accountable for all aspects of the Food Services Department. The Food Services staff ensures clients & guests are being provided with outstanding service & creative menus that meet & exceed expectations. They will work cooperatively with other employees to foster and maintain a team attitude and approach to the delivery of products and service to the clients, members and their guests.

**Objectives:**

- Cook according to food health & safety standards in accordance with Alberta Health Services regulations.
- Will maintain compliance to food safety, sanitization & overall workplace safety standards utilizing daily, weekly and monthly cleaning and maintenance schedules. Maintains a clean and organized work environment.
- Ensures timely completion of all food preparation for MoW delivery utilizing quality control measures. Use standardized recipes to fill the menu with meals that are healthy & tasty.
- Directs the activity of the Food Services Volunteers who are assisting with MoW food preparation and packaging.
- Assist with the reordering of the food, beverages and supplies needed for the delivery of food service requirements.
- Will have the ability to determine equipment needs and repairs and will keep open lines of communication with the Food Services Coordinator of those needs.
- Responsible for the Catered Events or Internal Functions requirements as needed and in coordination of the Food Services Coordinator. May be responsible for each aspect of the banquet/catering operations from set up through services to tear down and clean up.
- Assisting other cooks in preparing food or helping other team members when needed.

**Requirements & Qualifications:**

- Must have current Food Safe Certification plus 3 years of experience in a commercial kitchen. Preference of a valid Red Seal Journeyman Cook Certificate. Experience cooking in a banquet and or catering experience is an asset.

- Able to work in a fast-paced environment. Physical endurance to stand for the entire shift, able to bend, move and lift up to 40 pounds or more. Ability to work early mornings and occasionally nights & weekends.
- Ability to multitask, prioritize, and manage time effectively.
- Ability to communicate effectively both verbally and in writing to a wide variety of people including staff, members, clients, the public & volunteers.
- Self-motivated and self-directed. Works well as part of a team and on individual tasks.
- Display a friendly & positive attitude towards the job & others, understands & responds to the needs of co-workers and volunteers.

**LSCO Vision Statement:**

An active, healthy community which is learning, growing and making a difference.

**LSCO Mission Statement:**

To provide older adults with:

- Opportunities for community and social engagement.
- Activities which meet their physical, emotional and intellectual needs.
- Advocacy and voice at individual and systemic levels.
- Services which enhance their quality of life.

This is accomplished through services provided at LSCO and through partnerships in the broader Lethbridge Community.

**LSCO Values Statements:**

1. LSCO values ethical, positive leadership:
    a. We will lead with honesty and transparency, taking a respectful approach to others.
2. LSCO values inclusion and respects diversity in our community:
    a. We will make our best effort to accommodate needs.
3. LSCO will provide a safe & supportive environment:
    a. LSCO will treat people fairly and will have zero tolerance for abuse and harassment.
4. LSCO will operate with a clarity of purpose:
    a. LSCO will improve lives.
    b. LSCO will share knowledge.
    c. LSCO will work toward our Mission and Vision.
    d. LSCO will do the best with what we have.
5. LSCO will be a full member of our community:
    a. LSCO considers our community to be our members, our region and our province.
    b. LSCO has a sense of responsibility to our community.
    c. LSCO will connect, engage and collaborate with our community.
6. LSCO is entrusted with the time people give to us and we need to earn that trust:
    a. LSCO is a welcoming, collaborative, enthusiastic and friendly place.