



Job Title: Shelter Kitchen Coordinator
Status: Part Time, 10 – 16 hours/week
Contract: Maternity Leave Coverage

About Southridge Community Church

Our church exists to foster a lifestyle of full devotion to Jesus Christ that shares His love across the Niagara Region. As a multi-site community with three locations (St. Catharines, Welland and Vineland), where each is most defined by its missional “Anchor Cause” of compassion and justice (including the largest homeless shelter in the Niagara Region).

Responsibilities

Kitchen

- Ensures the kitchen is consistently serving the right amount of nutritious and delicious food, while meeting budgetary requirements
- Orders food and materials through designated suppliers and maintains the pantry, fridge, freezers and storage rooms
- Upholds kitchen health and safety standards, regulations, policies and procedures; and ensures they are upheld by other staff and volunteers
- Communicates effectively with Shelter floor staff regarding meals and volunteer needs
- Maintains a fun, safe and relational kitchen culture
- Ensures the kitchen equips and develops volunteers, including individuals and occasional groups. Guides volunteers to be inspired and motivated to make the kitchen a better experience for all
- Works to appropriately empower volunteers, and to hand off tasks that can be taken on by volunteers
- Resolves conflict effectively and in a timely way, and assists volunteers to do the same

Organizational Culture Expectations

- Partners with the other kitchen staff to meet all kitchen needs
- Fosters an environment of camaraderie, support, and fun that allows people to be sustained through the notable challenges in the homelessness services department
- Works within a healthy tension between focus (i.e. role clarity) AND collaboration (i.e. co-operation on decision making and communication)

Other Duties

- Active part of the Homelessness Services staff team, including participating in staff meetings and team gatherings
- Assists with crisis response and real-time support to staff when needed

Schedule and Hours

- Typical shifts are 11:00am-7:00pm
- Shifts can be flexible as long as meals are served/prepared and volunteers are



supported

- Schedule is set to ensure staff coverage 5 days per week
- Some flexibility may be required around special events (Thanksgiving/Christmas dinner) and volunteer shortages

Relationships

Reports to: Shelter Manager

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At Southridge, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.