**Manager, Food Services**

1JustCity

Full-time Permanent

40 hours per week

**Anticipated start date:** ASAP

**Job Overview**

The Food Manager supports all areas of food and food donation management by ensuring food is received, tracked, stored, and utilized to ensure maximum freshness and the best quality meals of guests. The Food Manager supports the preparation of food, ensuring that nutritious and attractive meals are served each day. The Food Manager will also manage the Emergency Food provided to guests.

**Work Schedule:** 10 am to 6pm, Monday to Thursday 8-4 Friday

**Reports to:** Site Lead

**Responsibilities**

* Keep track of fridges, freezers, and cupboards to minimize food waste
* Process food for immediate consumption, refrigeration, or freezing
* Arrange food processing with volunteers when required
* Ensure fridges, freezers, dishwashers, cupboards, and ovens are cleaned on a regular basis to maintain the highest level of food safety and cleanliness
* Ensure tables, chairs, aprons, cleaning cloths, and dishcloths are washed daily
* Review the days food plan with the team and ensure food is available and accessible to volunteers when they arrive for their shift
* Identify what needs to be completed to prepare for the meal before volunteers arrive
* Track all incoming food and record prices, as well as finding prices for items that aren’t marked or on the receipt
* Track emergency food kits given out to guests
* Ensure compliance with food-handling procedures among self and volunteers
* Correct and model proper food handling practices, including preparing, serving, and proper temperatures and storage of food
* Identify needed items and arrange to purchase them at the best possible price
* Identify items we have a surplus of and discuss a plan with the supervisor for utilizing or distributing these items to other sites
* Ensure items are placed in the fridge based on what needs to be utilized first
* Communicate to volunteers any changes needed to plans required by changing inventory
* Develop a menu based on available food ensuring nutritional standards are maintained
* Process, store, and plan for weekly Harvest pick-up and bread donation.
* Visit Harvest when they have open days coland arrange for the collection items in need. Contact Harvest prior to special events to see if they have inventory of any of our needed items (b-b-que, beach day and other special events)
* Ensure the names and information of food donors is recorded and thank you cards are sent
* Receive non-food donations on the list of acceptable items. Record name, address and email of the person so they may be formally thanked
* During drop-in, ensure volunteers have easy access to items they need, and assist with preparing, serving, storing, cooling food
* Determine a plan for any leftovers
* Shop for needed items for drop-in
* Arrange for delivery of food to partner agencies
* Take pictures of guests enjoying food, volunteers preparing food, and donors donating food and send to the Communications Coordinator to post on social media or use in donor communications
* Post list of food items that need using and date by which to use them
* Receive deliveries
* Assist in serving guests their meals
* Prepare food in advance

**Qualifications**

* some experience working in a commercial kitchen
* an ability to make creative meals for large groups of people (soup, stew, chili)

**Assets**

* Up-to-date Food Handlers Certificate an asset

1JustCity is an equal opportunity employer. Please indicate in your cover letter if you identify as a

member of an employment equity group (i.e. women, person of minority, person living with a

disability, BIPOC).

Please send resumé and cover letter to ***jobposting@1justcity***. We thank all candidates for

applying and for their interest, but only those considered for an interview will be contacted.

**About 1JustCity**

1JustCity operates drop-in sites in three vulnerable Winnipeg neighborhoods: the West End, West

Broadway, and Osborne Village. In the winter months, we also operate an Emergency Overnight

Warming Shelter called Just a Warm Sleep. We provide services to over 1200 unique individuals

weekly. We work with people living in poverty;experiencing homelessness or precarious housing, mental health issues and/or addiction, social isolation, oppression due to race or gender identity, and more.

Our primary programs are daily drop-ins, where guests are welcome for healthy meals, a cup of

coffee, and social interaction. We also provide an Indigenous Cultural Program which gives

accessible opportunities for Indigenous and non-Indigenous people alike to experience Indigenous

culture and engage in concrete reconciliation action. We provide programs for guests to enhance

their lives and resources to assist them in accessing the services they need.

Our work is grounded in relationships, and our drop-ins are places where people are known by

name and are loved. While we provide for basic needs, we also strive to offer programs that are

transformational and change lives for the better.

Our Website: [1justcity.ca](https://www.1justcity.ca/).