



BROWN BAGGING FOR
Calgary's Kids

Competency-Based Job Description

Job Title: Kitchen Coordinator
Department: Feeding Kids
Reports To: Director of Programming
Date Completed: July 8, 2019

Overview

Brown Bagging for Calgary's Kids has increased the number of hungry kids fed daily through its programs by almost 70% since 2015. To accomplish this increased impact, BB4CK has broadened its program delivery through community partnerships and a focus on encouraging and supporting people in Calgary to act in meaningful ways to feed kids. Today, BB4CK continues to grow and transition in order to achieve our goal of no hungry kids. This is an exciting and challenging time in our organizational life, as we continue to meet the growing need in our community, while also focusing our efforts on strengthening our systems and processes to support our growing organization.

Our vision: Communities that make sure all kids are fed.

Our mission: Connect and inspire people to take meaningful action to feed and care for kids.

Job Purpose: This role is responsible for the leadership and day to day management of BB4CK's central downtown Kitchen, empowering volunteers to work in their areas of strength to make lunches for hungry kids.

Key Responsibilities/Accountabilities

Whole Organization:

- Be responsible for own health and wellness, personally and professionally, and take ownership to ensure you are able to perform this role as needed
- Contribute wholeheartedly to BB4CK's vision and mission
- Working effectively on tasks assigned within the context of BB4CK values and culture

Kitchen:

- Engage and educate volunteers, maintaining and building strong relationships
- Empower Core (regular) volunteers with all the tools and support they need to manage the lunch-making process in the Kitchen
- Manage all aspects of daily lunch making, ensuring that the necessary lunches are prepared in a timely manner, and maintain systems to do so
- Manage all food and supply ordering
- Maintain database of core volunteer contact information
- Orient and manage each day's group volunteers to perform necessary tasks in accordance with established guidelines
- Ensure the kitchen operates in accordance with Alberta Health Services and food safety standards
- Participate in planning, leading and supporting miscellaneous third party projects
- Any other duties that may be required



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*** The list of tasks and responsibilities is not exhaustive, and the organization reserves the right to make changes to the job description in the future. Job requirement includes other duties as assigned.*

Organizational Values: (all employees)

Attitude – displays a professional and positive attitude on a daily basis and when responding to a variety of workplace situations. Shows concern and care in a supportive manner to colleagues and stakeholders. Displays enthusiasm for job and participate in the attainment and advancement of organizational goals and interest. Commitment, loyalty and dedication to organization, values and goals.

Community Involvement – Participates in organizational and community events that promote teamwork, education, improvement and inclusion.

Ethics – makes sound decisions that support organizational values; respect for confidentiality and discretion

Excellence – Strives to exceed expectations on work responsibilities, goals, assignment and projects by using proven and best practice methods.

Integrity – keeps others informed of situations and concerns; represents value daily consistent with actions and behaviours

Professionalism – Displays the behaviours and competency that are expected of the position and the organization. Stays current within the position.

Respect/Trust – listens to others, understands boundaries and involves the right people in decision making. Demonstrates discretion, builds rapport with others and maintains confidentiality

Reliability/Commitment – Follows through on commitments, meets deadlines and takes ownership over responsibilities.

Resourcefulness – Responds to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions.

Kitchen Coordinator Competencies:

Accountability Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis. Balances organizational, team and individual commitments.

Adaptability Adapts and responds to changing conditions, priorities, technologies and requirements. Recognizes new information and ideas with a willingness to alter opinions and behaviours. Applies versatility, reasoning and innovativeness in the face of change. Recognizes potential situations and responds with solutions, tactics or approaches to reduce or eliminate issues.

Communication (verbal and written) – Expresses and transmits information with consistency and clarity, using active listening techniques in order to effectively understand provided feedback,



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summarizes information according to the audience in order to promote engagement and increase understanding. Ensures that communication efforts meet the needs of various groups and is properly understood. (Level 2)

Decision Making – Makes concrete, well-informed and thought out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited. When making unfavourable decisions that might have negative consequences will examine the impacts and potential implications to ensure that decision is value for the situation. Able to adapt decision making based on circumstances or when presented with unclear information. (Level 2)

Leadership – Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide, support, coaching, encouragement and direction. Builds on the strengths of the workplace and reduces internal weaknesses through training and development. (Level 3)

Organizational & Environmental Awareness – Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations and through having a solid understanding of the internal environment. Uses knowledge of organizational and business climate to solve issues and accomplish goals and strategies, complies with and enforces organizational policies, procedures and practices. Continuously aligns position to overall objectives of the organization. (Level 2)

Networking and Relationship Building – effectively builds constructive, friendly, professional relationships and networks of key contacts with people and colleagues, maintains partnerships that can provide information, assistance and support. Builds on current working relationships while developing new ones. (Level 2)

Resource & Fiscal Management – Makes positional decisions that align with organizational resources and financial limitations. (Level 2)

Results Orientation/Goal Setting – Possesses the ability to focus on desired outcomes and the means by which they are achieved. Demonstrates a focus on finishing all tasks assigned in a timely manner while taking complete ownership of tasks. (Level 3)

Required Characteristics:

The successful candidate is a dynamic and engaging leader, demonstrating our core values to positively influence others at all levels of interaction and to achieve results that are in the best interests of both the organization and community. She/He is flexible and responsive, seeing solutions and creating an environment that empowers others to solve problems. As a leader in the Kitchen, the Kitchen Coordinator is an expert in food safety and preparation, and is focused on supporting everyone around them to take on the responsibility of making lunches for hungry kids.



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Other Knowledge and Skills:

- Working knowledge of computers, including Microsoft Office (Word, Excel, Publisher, Outlook mail)
- Flexible and adaptable to changing situations
- Certification or willingness to obtain Alberta Food Safety Basics and First Aid/CPR

Education and Experience:

- 1-3 years experience leading in a Kitchen environment
- 3+ years working closely in a team
- Experience thinking on your feet, problem solving and building both short and long term solutions

Working Conditions:

- Generally working hours are daytime and Monday through Friday, with some flexibility as the role develops
- Spending the majority of the day standing, moving, and lifting up to 40lbs
- Primarily working out of BB4CK's central Kitchen in downtown Calgary

Signatures:

Employee: _____

Date: _____

Manager: _____

Date: _____

Executive: _____

Date: _____