



Job Posting: Drop-In Kitchen Manager

ABOUT WISH:

For more than thirty years WISH has provided a safe place of respite for women involved in street-based sex work. The women who access WISH services and programs are some of the most marginalized in Vancouver; experiencing extreme poverty, homelessness, social exclusion, violence, racism, discrimination and the relentless effects of current and past trauma.

The mission of WISH is to improve the health, safety and well-being of women who are involved in Vancouver's street-based sex trade. Through a variety of responsive programs and services, women can meet basic needs (hot meals, showers, clothing, nursing care, and personal items), receive individualized wrap-around support and services, referrals and resource information, and find a non-judgmental community to participate in programs that engage their spirits, hearts and minds.

JOB SUMMARY:

The primary responsibility of the Kitchen Manager is the safe, efficient, and organized operation of the kitchen, ensuring the safety of the women accessing services in the Drop-In, as well as that of the staff and volunteers. WISH maintains a strong focus on community and operates as a team where staff, volunteers, and participants work together to create a safe haven for our specific population. Food is a right, not a privilege, which WISH upholds by maintaining a strong kitchen environment that acts as a foundation for the Drop-In. Strong leadership is essential in continuing the work that we do and the Kitchen Manager is no exception. Through collaborative management, resourceful and efficient budgeting and planning, the kitchen is able to provide hundreds of women with nutritional meals every day and the kitchen Manager plays a crucial role within the WISH leadership team.

WISH strongly encourages mature women with lived experience, who identify as Indigenous or as a visible minority, and who can strongly empathize with vulnerable women to apply. Experience in sex work and the sex industry is an asset.

The Drop-in Centre is a self-identified women-only space.

JOB DUTIES:

- Provides overall leadership and management to the kitchen program including staffing, training, planning, and facility/equipment maintenance.
- Takes responsibility for meal preparation and delivery while adhering to Food Safe standards.
- Responsible for kitchen petty cash and kitchen program budgeting.
- Coordinates and carries out monthly menu planning, food purchase, and preparation of meals within the allotted budget.
- Maintain inventory levels and conducts full weekly inventory
- Schedule and oversee necessary maintenance and repairs on kitchen appliances
- Plays an active role on the WISH leadership team by attending monthly staff meetings, monthly programmers meetings, contributing to grant proposals and reporting.
- Manages incoming donations and works with staff and volunteers to ensure equal access to resources within the Drop-In Centre.
- Coordinates and conducts the training of new kitchen staff, peers, and volunteers, and supervises preparation and serving of meals.

- Ensures the kitchen is ready to serve all meals and snacks when the Drop-In Centre opens.
- Maintains the rules and policies of the Drop-In Centre and adheres to the guiding principles of WISH.
- Works closely with community volunteers and partners that come into the Drop-In Centre, providing leadership as well while maintaining a welcoming and inclusive environment.
- Maintains standing membership of the WISH Joint Occupational Safety and Health Committee (JOSH) and attends monthly meetings.
- Participates in the planning and performance of the necessary domestic duties (i.e. dishes, laundry, cleaning, sweeping and mopping) pertaining to the kitchen, including a monthly deep clean of the kitchen.
- Makes decisions collectively with Drop-In leadership and on duty staff members.
- Creates, seeks, and implements new initiatives within the Kitchen Program.
- Sources donations necessary for smooth operations of the Kitchen Program.
- Ensures all cook and prep shifts are covered by kitchen staff and communicate with Drop-In leadership as needed to ensure so.
- Maintains constructive working relationships with staff, volunteers, peers and participants in all WISH programs.
- Maintains excellent communication with the other cooks, program coordinators, and staff at WISH while providing guidance and support to relief staff that are covering kitchen shifts, ensuring smooth/continual operations of the kitchen.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- A strong feminist analysis of violence against women with an understanding of power and its interconnection with gender, race, culture, class, physical ability, sexual orientation, and age as well as all forms of oppression based on experience of colonization, religion, ethnicity and heritage.
- Experience working with Indigenous communities and knowledge of the legacy of colonization and the Residential School system.
- Experience and interest in running kitchens and cooking in large quantities in a limited amount of time. Experience managing a kitchen and/or kitchen program, including supervising staff and volunteers.
- Experience and interest in monthly menu planning and adherence to standard kitchen procedures.
- Experience managing a tight weekly budget.
- Experience working in the Downtown Eastside of Vancouver or similar community.
- Ability to communicate and direct staff, volunteers and participants and provide guidance for food preparation.
- An understanding of the needs and challenges of women involved in street level sex work.
- A demonstrated ability to support vulnerable women while maintaining strong personal boundaries
- Ability to communicate and direct staff, peers, volunteers and participants
- Ability to multi-task, maintain structure, and work efficiently
- Physically able to lift heavy pots, foodstuffs, and large donations, as well as ability to stand for entire shift.
- A commitment to providing a healthy and safe space for women.
- Food Safe Level 2 Certificate is an asset
- Occupational First Aid Level 1 is an asset
- Experience in sex work is an asset
- Non-Violent Crisis Intervention training an asset
- Flexibility required for schedule and hours.

COMPENSATION & WORK ENVIRONMENT:

- Excellent benefits package including employee insurance (medical, dental, life, accident and long term disability, MSP) following a three-month waiting period.
- We offer a fast-paced, team-based culture in a location that is close to transit.
- This is a full-time, permanent position with an hourly salary of \$22/hour, increasing to \$23/hour upon the successful completion of a six-month probationary period. Work schedule is 1pm-9pm, Tuesday-Saturday.

APPLICATION DETAILS:

Please submit a resume and cover letter to **WISH Hiring Committee** to dicoord@wishdropincentre.org. Please indicate "Application for Kitchen Manager" in the subject line.

Aboriginal women and women from diverse backgrounds are strongly encouraged to apply for this position. We thank everyone for their interest but only those selected for an interview will be contacted.

Applications will be accepted until 5pm on Friday, June 1, 2018. Interviews will be scheduled on a rolling basis.