Kitchen Coordinator (Contract)
Edmonton, AB

Who we are: YESS is a not-for-profit Agency working with youth facing difficult realities. We provide residential, overnight and day programs for youth between the ages of 15 to 25 who access our services.

We are currently hiring a Kitchen Coordinator, to fill a Full-Time contract position as maternity leave coverage. **The start date for this position is scheduled for September 4, 2017, and will end on September 5, 2018.**

Reporting to the Kitchen Services Supervisor, some duties in this position include:

- Coordinating all aspects of meal preparation
- Assisting in and prepping food for all YESS facilities and functions
- Supporting the Supervisor in completing all kitchen related duties
- Following YESS procedures and guidelines in meeting Food Safety standards
- Ensuring all YESS kitchens meet Public Health standards
- Maintaining inventory and donations specific to food services
- Ensuring walk- in coolers and storage areas are clean and organized, floors are swept, counter tops and tables cleaned, food items are appropriately covered and equipment cleaned
- Other duties as assigned

Qualifications:

- Valid Food Safe Certificate (1st year culinary school will be an asset)
- High School Diploma
- At least 2 years' experience working in a fast paced kitchen environment
- Basic computer skills
- First Aid training will be an asset

Other Requirements:

- Criminal Record check obtained less than six months ago
- Child intervention check obtained less than six months ago
- Valid Class 5 driver's license and clean driver's abstract
- Ability to lift up to 50 lbs.
- Ability to be on the move and stand for long periods
- Knowledgeable of Canada Food guidelines in meal planning and preparation of food
- Ability to carry out tasks with minimal supervision
- Be positive and professional and have excellent customer services skills

Wage: Based on qualifications and experience
Job Type: 40 hours a week
Start Date: September 4, 2017
Deadline for applications: Open until a suitable candidate is hired
How to apply: Please forward a resume and cover letter outlining experience and expected salary to careers@yess.org

YESS is an equal opportunity employer, committed to an inclusive and safe work environment for people of all backgrounds. YESS is also a pet-friendly workplace.

We thank all applicants for their interest, however, only those shortlisted will be contacted.