



Job Posting

URGENTLY HIRING

POSITION TITLE: Kitchen Coordinator

DEPARTMENT/PROGRAM: Bridge Housing

REPORTS TO: Program Manager – Bridge Housing

SUBMIT APPLICATION BY: Internal/External – Application Deadline: July 27, 2026

PURPOSE: At The Busby Centre, we believe that housing is a right and that every person deserves dignity, respect, and the opportunity to thrive. Through a Housing First, trauma-informed, and person-centred approach, we support individuals experiencing or at risk of homelessness by providing emergency shelter, outreach, supportive housing, and housing-focused services throughout Simcoe County.

We are seeking a compassionate, organized, and enthusiastic Kitchen Coordinator to oversee the daily operations of our supportive housing kitchen while fostering a welcoming environment where food brings people together.

Please note: This is a PERMANENT contract, subject to yearly renewal based on employee performance and the availability of sufficient program funding. There are ONE (1) FULLTIME & ONE (1) PARTTIME position available.

LOCATION: 113 & 119 Tiffin Street, Barrie

SUMMARY: The Kitchen Coordinator is responsible for the daily operation of the supportive housing kitchen, ensuring nutritious meal preparation, safe food handling, inventory management, budgeting, and overall kitchen operations.

More than managing a kitchen, this role creates opportunities for participants to engage in meal preparation, share their culinary experiences, learn new techniques if they choose, and build confidence in preparing healthy, affordable meals that support their own wellness and housing goals.

Working collaboratively with the housing team, the Kitchen Coordinator helps create a kitchen that serves as a welcoming community space where participants can connect, build relationships, and enjoy preparing and sharing meals together.

RESPONSIBILITIES:

Kitchen Operations

- Coordinate the daily operation of the supportive housing kitchen.
- Plan and prepare nutritious, balanced meals and snacks.
- Develop weekly menus that reflect nutrition, participant preferences, cultural diversity, and budget considerations.
- Purchase groceries and kitchen supplies within approved budgets/engage with food sourcing organizations.
- Maintain food inventories and stock rotation using FIFO principles.
- Receive, inspect, and properly store food deliveries.
- Monitor kitchen equipment and coordinate maintenance as required.
- Maintain accurate inventory, purchasing, and food safety records.
- Ensure efficient and cost-effective kitchen operations.

Participant Engagement

Create a welcoming environment where participants have opportunities to:

- Participate in meal preparation.
- Share recipes, traditions, and cooking experiences.
- Learn new food preparation techniques when desired.
- Explore meal planning and grocery budgeting strategies.
- Build confidence preparing nutritious meals.
- Participate in community meals and cooking activities.
- Foster relationships and peer learning through food.

The Kitchen Coordinator recognizes that participants bring diverse experiences and strengths and promotes collaboration, choice, dignity, and inclusion in every interaction.

Nutrition & Wellness

- Promote healthy eating through practical education and conversation.
- Encourage balanced, affordable meal planning.
- Accommodate dietary restrictions, allergies, cultural preferences, and medical needs whenever possible.
- Support food security initiatives that enhance participant wellness.

Food Safety & Kitchen Maintenance

- Ensure compliance with Ontario Public Health regulations.
- Maintain Safe Food Handling standards.
- Complete daily cleaning and sanitation schedules.
- Monitor refrigerator and freezer temperatures.
- Ensure food is safely prepared, cooled, reheated, and stored.
- Maintain organized, clean, and safe kitchen facilities.
- Coordinate waste reduction and recycling initiatives where appropriate.

OCCUPATIONAL HEALTH & SAFETY:

All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others. All employees are expected to learn, understand, and adhere to the Busby Centre's health and safety policies and procedures and keep up to date on any changes, particularly as it relates to new/emerging information related to infection prevention and control.

KITCHEN SAFETY IMPERATIVE:

At The Busby Centre, the safety of participants, staff, volunteers, and visitors is our highest priority. The kitchen is both a learning environment and a workplace, and the Kitchen Coordinator is responsible for fostering a culture where safety is modelled, promoted, and consistently practiced.

The Kitchen Coordinator will:

- Maintain exemplary food safety and sanitation standards.
- Hold and maintain a current Safe Food Handler Certification.
- Ensure compliance with Ontario Public Health requirements and organizational policies.
- Monitor food temperatures, storage practices, and inventory rotation.
- Maintain daily sanitation and cleaning schedules.
- Prevent cross-contamination and manage food allergens appropriately.
- Ensure safe operation of all kitchen equipment.
- Store cleaning chemicals in accordance with WHMIS requirements.
- Conduct regular kitchen safety inspections.
- Immediately report hazards, maintenance issues, incidents, injuries, or near misses.
- Promote safe food preparation practices whenever participants choose to engage in kitchen activities.
- Kitchen safety is non-negotiable and is fundamental to creating a welcoming, healthy environment for everyone.

QUALIFICATIONS:

Education

- One or more of the following is preferred:
- Food Service Worker Certificate
- Culinary Arts Diploma
- Nutrition-related education
- Community Support Worker Diploma
- Social Service Worker Diploma
- Equivalent education and relevant experience will be considered.

Experience

- Experience in one or more of the following:

- Commercial or institutional kitchens
- Community meal programs
- Supportive housing
- Homelessness services
- Community health
- Food security initiatives
- Hospitality
- Volunteer coordination

Experience working within a Housing First or trauma-informed environment is considered an asset.

PHYSICAL REQUIREMENTS:

This role requires the ability to:

- Stand for extended periods.
- Lift and carry up to 50 lbs (23 kg).
- Push carts and move food supplies.
- Bend, reach, and safely operate commercial kitchen equipment

SCHEDULE/WORKING CONDITIONS:

Contract, **starting as soon as possible**. The available positions may entail a flexible schedule, encompassing day and evening shifts or a combination of the two, as well as weekday and weekend shifts including holidays. This position works in a direct capacity with vulnerable individuals experiencing a myriad of challenges.

WAGE: Starting at \$26.00 - \$28.00 per hour (negotiable upon experience)

COMPENSATION PACKAGE (AFTER 3 MONTHS):

- Confidential Employee Assistance program (EAP) for you and for your immediate family
- Life insurance, long term disability, extended health and dental benefits;
- Employer paid vacation and sick time

HOW TO APPLY:

Applications can be sent by sending a cover letter and resume to: careers@busbycentre.ca. Please ensure you are including “Kitchen Coordinator – Bridge Housing” in the subject line. **We thank all those who apply for this position. However, only those applicants selected for an interview will be contacted.**

DIVERSITY & INCULSION: The Busby Centre is a progressive work environment committed to the principle of employment equity, to respecting diversity and to providing employees with a work environment free of discrimination and harassment. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs. The Busby Centre is committed to providing accommodation for persons with

disabilities throughout the recruitment process. If you require any accommodation, please let us know prior to your interview.

USING ARTIFICIAL INTELLIGENCE (AI): Please note that your application and any related materials you provide may be processed, stored, reviewed, or otherwise used by systems in our recruitment selection process that may interact with AI tools. This includes any AI integrated functions that may be utilized by the job board through which you applied to.