



Carmichael Outreach Inc.

BN: 898819693RR0001

1510 12th Avenue, Regina, SK. S4P 0L5

P: 306-757-2235 | F: 306-757-2205

CARMICHAEL OUTREACH HIRING NOTICE

Food Security Program Coordinator

Posted Date: September 3, 2020

Apply By: September 17, 2020

Location: Regina, Saskatchewan

Employment Terms: Full time

Wage/Salary Details: \$15.00 per hour to \$18.00 per hour.

Wage will be dependent on experience and qualifications.

Contact Information:

Rochelle Berenyi

Carmichael Outreach Inc.

1510 12th Avenue

Regina, SK. S4P 0L5

E: rochelle@carmichaeloutreach.ca

E: admin@carmichaeloutreach.ca

W: www.carmichaeloutreach.ca

DESCRIPTION

Carmichael Outreach is seeking a hardworking, patient, and creative individual to join our team as the Food Security Program Coordinator.

About Carmichael Outreach

Carmichael Outreach is a registered charity located in Regina, Saskatchewan that provides various services to those in our community who experience poverty and homelessness. Our mission is to foster empowerment through dignity, respect, and advocacy in our community. Our vision is to see the END of poverty and homelessness in our community, and we believe that we all need to work together to make this happen. Together, we CAN end poverty and homelessness!

Responsibilities/Duties

The Food Security Program Coordinator is responsible for overseeing the entire Food Recovery Program at Carmichael Outreach Inc., which aims to reduce food insecurity by providing free meals to those in our community experiencing poverty and homelessness. This position reports directly to the Executive Director.

The Food Recovery Program, sometimes referred to as the Food Security Program, Free Meal Program, Free Lunch Program, or Soup Kitchen, operates six out of seven days per week. Meals are prepared in the mornings so that they are ready to be served by 1:00.

The Food Security Program Manager is responsible for keeping the kitchen operating smoothly. Duties may include, but will not be limited to:

- Managing kitchen staff and volunteers
- Planning meals based on supplies available
- Coordinating donations of food and supplies
- Preparing, cooking, and serving meals
- Tracking and reporting on meals served
- Cleaning and organizing
- Ensuring that the kitchen complies with all federal, provincial, and municipal regulations



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Qualifications

- Food Handler Certification
- Grade 12 education or higher is preferred
- Degree or diploma in nutrition, the culinary arts, or related field would be an asset
- Experience working in a commercial kitchen
- Knowledge and understanding of federal, provincial, and municipal food safety regulations and requirements
- Basic understanding of computers and email
- Experience managing staff and/or volunteers would be an asset

Carmichael Outreach works with a broad cross-section of individuals including many who have struggled with mental health and addictions issues, trauma, physical or cognitive disabilities, and more. The right applicant for this position will be someone who possesses the ability to demonstrate patience when working with individuals who have experienced or are experiencing poverty, homelessness, addiction, and trauma. It is important to understand trauma and be comfortable working with (and respecting) everyone regardless of their social or economic position.

How to Apply

Please submit your resume and cover letter attention to Rochelle Berenyi via email to admin@carmichaeloutreach.ca, fax to 306-757-2205, or mail/drop off at 1510 12th Avenue, Regina, SK.

Thank you for your interest in joining the Carmichael Outreach family!