

DEPARTMENT:	Parks and Recreation	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	37.5 hours per week (Non-standard work hours)	SALARY:	\$49,602 - \$58,094 annually (2021 rates) + comprehensive benefits

New Westminster Parks and Recreation Department is seeking a dynamic, outgoing and motivated Food Services Coordinator to oversee the daily food operations at Century House recreation facility. The role will combine a mix of frontline food preparation, clerical and basic administrative work to support Century House food services and City of New Westminster Food Services team. In addition, this position is responsible for developing staff/volunteer schedules; onboarding and training of staff/volunteers; assigning and completing actions as required; regular correspondence with team members; collaborate with department food services team on ordering, deliveries and invoicing; organizes and manages a working commercial kitchen; creates purchase requisitions and orders; and performs other related duties as assigned.

If you have the following characteristics and qualifications, we want to hear from you:

- Diploma in culinary arts, certification as a professional cook, or completion of education/training in a related field; plus some related experience including demonstrated experience in the area of staff supervision; or an equivalent combination of training and experience.
- Minimum certified Food Safe Level 1; preferred certified Food Safe Level 2.
- Considerable knowledge of health regulations and laws pertaining to the preparation, serving and sale of food and beverages.
- Considerable knowledge of the methods, practices, materials, procedures and equipment used in food service operations.
- Sound knowledge and ability to perform inventory control as related to the work, prices and quantity levels, sources of commodities, and food and beverages required by a food service facility.
- Sound knowledge of food preparation, meal planning and cooking techniques.
- Ability to maintain effective working relationships with staff, sales representatives and the patrons; and to employ contemporary service excellence principles.
- Ability to coordinate the operation of food service facilities and equipment.
- Ability to estimate food, beverage, supplies and equipment requirements of a food service operation.
- Ability to plan, assign, supervise, train, recruit, and review the work of staff and volunteers.
- Ability to prepare and maintain a variety of records related to the work.
- Ability to operate equipment related to the work.
- Ability to perform other duties as assigned.
- The successful applicant must be able to pass and maintain a Police Information Check including Vulnerable Sector Check.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by October 4, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-160**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*