



Title: Manager, Food Services/Meals on Wheels
Bernard Betel Centre for Creative Living-Toronto, ON
Full Time, Permanent: 35 hours per week

Days of work: Monday-Friday

Occasional work outside core days and hours (including Sundays and evenings) as needed.

Start Date: Immediate

Background:

The Bernard Betel Centre for Creative Living is a vibrant, growing, active community centre for adults 55+ years founded in 1965. Today it offers more than 90 programs on-site each week and daily virtual programs. The Bernard Betel Centre is a non-profit organization with over 300 volunteers, 1,800 members, and many more non-members participating in year-round special events, courses, volunteer opportunities, Meals on Wheels and many other cultural and recreational programs. Currently, more than 600 seniors receive our free Kosher Meals on Wheels program three times per week and over 800 seniors receive Chiropody services on a regular basis.

Our Vision: Enriching Quality of Life for All. For Life!

Our Mission: Providing exemplary and multilingual educational, cultural and wellness programs in a safe and supportive environment to encourage healthy, active and creative living for individuals 55+.

Our Values: Bernard Betel Centre for Creative Living was created by the National Council of Jewish Women to serve the needs of seniors in a way that honoured its Jewish heritage, beliefs, culture and principles. Our values continue to be guided by these principles: **Community, Compassion, Creativity, Dignity and Respect.**

Job Overview and Reporting: Reporting to the Director, Food Services and Travel, the Manager, Food Services/Meals on Wheels is responsible for the supervision and operation of the kitchen. The Manager is responsible for managing, training, supervising Meals on Wheels food preparation and packaging and all food related services, catering and preparation.

Key Responsibilities:

Kitchen Management

- Supervising the operation of the kitchen and Meals on Wheels (MOW) program;
- Scheduling and supervising cooks and kitchen assistants;
- Purchasing all food and other suppliers required for the operation of the kitchen;
- Preparing all food by strictly observing directives of Kashrut, Jewish customs, and proper food handling techniques in food preparation and storage;
- Ensuring all staff have awareness and understanding of Kashrut requirements of the kitchen;
- Preparing MOW meals according to the prepared daily lists;
- Reviewing and approving the monthly MOW menu;
- Ensuring strict adherence to a Quality Assurance Program for food services as well as all policies and procedures for cleaning and sanitation of the kitchen, cafeteria, all equipment, storage, and work areas;
- Ensuring the safe operation of institutional food service equipment;
- Dating and storing all foods according to safe food handling practices and decisions regarding the use of left-over menu items;
- Ensuring strict adherence to proper food safety policies and procedures;
- Supervising inventory control – food and supplies;



- Maintaining records and reports on statistics and finances daily;
- Monitors monthly expenses and revenues and compares with budget;
- Providing appropriate training, leadership, guidance and supervision and evaluation to all kitchen staff;
- Developing menus in conjunction with the Director, Food Services and Travel;
- Performing other duties as assigned by the Director, Food Services and Travel.

Qualifications:

- 5+ years food services management experience;
- Experience in a busy food production facility;
- Excellent communications skills;
- Computer skills; (Microsoft Word, Excel, Outlook)
- Food Handlers Certification;
- Current CPR and First Aid Certificate
- Knowledge and adherence of Jewish customs and Kashrut;
- Excellent organizational skills and ability to multitask;
- Ability to maintain patience and calm during challenging situations, and a fast-paced environment.

Language Requirements:

- English
- Russian, Hebrew an asset.

Compensation: TBD

The Bernard Betel Centre takes pride in serving some of Canada's most diverse seniors' communities. We are committed to fostering an environment of equity and inclusivity where every person can work and receive care safely, openly and honestly. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, nation of origin, genetics, disability, age, veteran status, marital or family status, belief system, or other factors related to one's personal identity and/or values.

Furthermore, the Bernard Betel Centre is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please contact Abey Suwande, Director, Finance and Human Resources at abeys@betelcentre.org.

Interested individuals please submit your cover letter and resume by July 15, 2024 to irinas@betelcentre.org

Interviews will be held in person at the Bernard Betel Centre: 1003 Steeles Ave., West, Toronto ON

We thank all applicants, however, only those selected for interviews will be contacted.