

Employment Opportunity

Kitchen Coordinator

Active Living Centre

Part Time

Flexible work hours may include some evenings and weekends

North York Seniors Centre promote healthy aging by providing programs and services within our diverse community.

This position reports to the Assistant Manager, Volunteer and Program Support

RESPONSIBILITIES:

- Oversee the daily operation of the kitchen, café, lunch program, and catering services.
- Coordinate food preparation and production to ensure quality, consistency, efficiency, and customer satisfaction.
- Prepare food and beverages while maintaining high standards of food quality, sanitation, and safe food handling practices.
- Develop and update menus for the café, lunch program, catering services, and special events.
- Manage food purchasing, inventory control, food costing, and waste reduction initiatives.
- Coordinate catering orders, event logistics, food presentation, and delivery schedules.
- Promote catering services, respond to client inquiries, prepare quotations, and maintain positive customer relationships.
- Recruit, train, schedule, and provide day-to-day support and supervision to kitchen and café volunteers.
- Maintain accurate records related to catering bookings, inventory, revenues, expenses, and program statistics.
- Ensure compliance with Public Health regulations, food safety standards, workplace health and safety requirements, and organizational policies.

QUALIFICATIONS/ SKILLS:

Education: Diploma or Certificate in Culinary Arts, Food Service Management, Hospitality Management, or a related field preferred

Experience: Minimum two (2) years of experience in a commercial kitchen, café, catering, or food-service environment
Valid Food Handler Certification recognized in Ontario

Other: Experience coordinating food preparation, menu planning, inventory management, and food costing.
Experience supervising, training, and supporting staff and volunteers.
Strong customer service, communication, and organizational skills.
Comfortable using email, Microsoft Office applications, and point-of-sale or booking systems.
Ability to meet the physical requirements of the position, including prolonged standing and safely lifting required supplies and equipment.
Demonstrated ability to work independently and collaboratively in a fast-paced environment.
Current First Aid and CPR certification
Recent Vulnerable Police Check

PLEASE SUBMIT YOUR RESUME BY September 25, 2026, TO:

E Mail: hiring@nyseniors.org

Opportunity: This is a current existing position

AI Disclosure: North York Seniors Centre does not use AI to screen candidates

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

North York Seniors Centre is an equal opportunity employer. Thank you to all who expressed interest in this position.

Only those candidates selected for an interview will be contacted. No phone calls, please