

# TENTH CHURCH

## Kits Cares Café Meal Coordinator

**About Kits Cares Café:** Located in the heart of the Kitsilano neighbourhood of Vancouver, Kits Cares Café (KCC) is a weekly café-style community meal, jointly hosted by nearby churches, to address hunger and social isolation in the spirit of Christ. Since Fall 2018, KCC has been feasting on fresh, home-cooked food and enjoying conversation and community around a shared table, serving approximately 50 meals each week. During COVID, KCC has experienced a 50% surge in demand and has switched to providing take-out food and grocery hampers. The program aims to meet an acute need for nutrition by preparing food that aligns with principles of a just, healthy, and sustainable food system and to help satisfy a deeper hunger for belonging and purpose through mutual, biblical hospitality.

**Summary:** The Meal Coordinator will provide overall leadership to KCC by planning and executing the logistics of the meal, building up the capacity of a core team of volunteers, and welcoming volunteers and guests in playing a shared role of hospitality in the program. This role requires a combination of required times on-site (community meal, grocery hamper set up [during COVID], ordering deadlines etc.) and flexibility with other duties.

**Position: Part-Time (10 hours/week)**

- Thursday (11:00 am - 4:00 pm) - 5 hours
- Administration, planning (creating menus, grocery acquisition, training, preparation, volunteer engagement, coordinating donations, meetings) - 5 hours flexible

**Work Relationships:** Reports to the Director of Local Community Engagement and works closely with church liaisons, volunteers, guests, and Tenth Local Ministry Assistant.

**Responsibilities:**

- **Planning and management of Kits Cares Café (60%):**
  - Oversees meal planning, preparation, service, and clean-up:
    - Unlocks and prepares the site.
    - Manages the delivery of healthy and nutritious foods within budget, including procuring supplies and food donations.
    - Equips volunteers and guests in their roles to serve at the Café.
    - Maintains the facility such as sweeping, mopping, keeping storage rooms/closets organized and neat, and taking out the compost, recycling, and garbage.
    - Leads pre-meal team meeting, as well as a post-meal debrief.
    - Completes incident logs as required.
  - Implements policies and procedures and facilitates training for employees and volunteers (e.g., Food Safety Plan, COVID-19 Safety Plan etc.).

- Provides direction, supervision, and training in Café operations to volunteers and guests.
- Manages, addresses, and documents emergencies, incidents, conflicts, food safety incidents, and risks as they arise.
- Evaluates and records meal statistics, monitors budget and finances, tracks donations, and completes reimbursement forms.
- Liaises with the Facilities Manager and local Environmental Health Officer to ensure Kits Cares Café is operating in compliance with health regulations.
- **People resource planning and management (40%):**
  - Facilitates and empowers church liaisons regarding recruitment, management, and ongoing development of volunteers:
    - Supports and maintains orientation, training, and appreciation for volunteers.
    - Maintains an updated list of volunteers and needed certification (FOODSAFE, First Aid, Criminal Record Check, etc.).
    - Provides regular communications to volunteers.
  - Acts as primary contact to the supporting churches involved.
  - Establishes and maintains a program culture wherein guests are supported into deeper participation and greater flourishing:
    - Ensures that volunteers are enacting biblical hospitality and Asset Based Community Development principles.
    - Acts in partnership with guest volunteers to support them in contributing.
    - Maintains resources for other community supports (e.g., free food lists, shelter).
- **Other:**
  - Attends meetings and training as required.

**Required Skills and Experience:**

- Post-secondary education in Christian theology, community development, social service work, nutrition, or other relevant human services field is required; an equivalent combination of education, training, and experience may be considered.
- Non-profit meal program/café/restaurant management experience is strongly preferred.
- A minimum of two years of experience working closely with and relating to people in vulnerable populations.
- Completion of Occupational First Aid (Level 1), Non-Violent Crisis Intervention Training, Mental Health First Aid, and FOODSAFE (Level 1) preferred or willingness to learn.
- Ability to manage and lead change and to think strategically, develop leaders, and build consensus around a vision.
- Excellent verbal and written communication skills, effective listening skills, and organizational skills.
- Ability to adapt to a constantly changing environment, quick to problem solve and de-escalate conflicts as they arise, and an ability to maintain harmonious relationships while leading with emotional maturity.
- Strong sense of self and ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with guests, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Strong ability to work under minimal supervision and act with a high degree of integrity, independent judgement, and taking action on a variety of matters as required.

- Ability to work and empathize with people who may have experienced abuse, poverty, grief and loss, oppression, violence, mental health challenges, substance use, or maybe living with life-limiting or life-threatening conditions.
- Demonstrated success in leading teams.
- Demonstrated success in conflict resolution.

**Key Qualities:**

- Mature individual who possesses a deep and vibrant faith in Christ with a desire to foster spiritual growth in others and experience mutual spiritual transformation.
- Compassionate, humble, and teachable spirit with the ability to provide and receive constructive feedback.
- Friendly, approachable, patient, kind, reliable, and punctual.

**Other Requirements:**

- Must obtain Criminal Record Check with vulnerable sector search.
- Applicants must be legally entitled to work in Canada.
- Valid BC driver's license, clean driving record, and access to a vehicle.
- Commit to a Faith community through gatherings and regular participation.
- Agree with Statement of Faith of Tenth Church.
- Dedication to the overall goals, health, and vision of KCC Café and Tenth Church.