

<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>	<b>STATUS:</b>	<b>Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>37.5 hours per week (Non-standard work hours)</b>	<b>SALARY:</b>	<b>\$28.37 - \$33.24 per hour (2024 rates) + comprehensive benefits</b>

New Westminster Parks and Recreation Department is seeking a dynamic, outgoing and motivated Food Services Coordinator to oversee the daily food operations at New Westminster City Hall. The role will combine a mix of frontline food preparation, clerical and basic administrative work to support City Hall food services and City of New Westminster Food Services team. In addition, this position responsible for the recruitment of Food Service Workers, developing staff schedules; responsible for staff training programs including developing training materials, supervising and participates in the work of Food Service Workers engaged in preparing and selling food and beverages; manages staff performance including conduct employee appraisals; ordering, and maintaining an inventory of supplies; coordinating the daily, weekly and monthly cleaning of the kitchen and food equipment; preparing and maintaining records; developing and maintaining standard cooking procedures, recipe, communication and operational manuals; independence of judgment and action are exercised in day-to-day operations; ensures that the daily schedule of activity and established quality standards are maintained; unusual problems or policy matters are referred to a supervisor; assist in creating healthy food environments in recreation sector; collaborate with Citywide food services team on all aspect of food services; perform Citywide food services functions such as tracking food costing, consistent pricing and updating data base; recommends changes to elevate higher standards of food services as required; and perform 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.
- Proficient in Excel and MS Word;
- Valid Class 5 BC Driver's License is an asset;
- Have access to a personal vehicle for work purposes while at work;
- 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 meeting the nutritional needs outlines in Canada's Food Guide 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 accurately 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.
- Ability to prepare and maintain a variety of records related to the work.
- Ability to manage staff performance and to direct and support frontline concession workers while working independently and effectively;
- Ability to operate Point of Sale System. Experience in using tablets with Square Register app would be an asset;
- Strong time management and organizational skills;
- Ability to stand and walk for entire length of shift as work duties demand;
- 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 online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by April 16, 2025.**

*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.*