

"Central Niagara is one of the most stunning and versatile venues in the Niagara Region, we have hosted a wide variety of events, including music concerts, high school graduations, sports tournaments, and dance competitions, each contributing to our community's cultural and social fabric. With over 13,000 square feet of flexible space, a state-of-the-art Meyer sound system, and a spacious stage, it's the ideal setting for these events. By providing a space for people to gather, celebrate, and connect, we help build a stronger, more vibrant community."

WHAT YOU WILL DO:

We are seeking Kitchen Coordinator responsible for overseeing the daily operations of the kitchen and café, ensuring a smooth and efficient workflow. This role includes managing Sunday and mid-week kitchen operations, supervising cleanliness and hygiene standards, coordinating casual staff, maintaining inventory and supply ordering systems, and serving as the primary liaison for catering requests. The Kitchen Coordinator will play a key role in ensuring the kitchen and café operate at a high standard, providing excellent service and maintaining compliance with health and safety regulations.

- **Kitchen & Café Oversight**

- Oversee the daily operations of the kitchen and café, ensuring efficiency in food preparation and service for:
 - a) Central's Sunday Experiences
 - b) Mid-week operations with food and beverage offerings (guests, and groups)
 - c) Groups – beverage & food request
 - d) Wednesday Family Group Night Dinners
 - e) CN Café Event Requests
- Manage kitchen logistics and operations ensuring all equipment and supplies are ready for use.
- Committed to excellent customer service and ensuring the team delivers a high-quality experience to all café visitors.
- Ensure all food safety, hygiene, and cleanliness standards are met and maintained, in compliance with regional regulations and local ordinances.
- Work with the Director of Operations to plan and implement a café operating schedule and menu
- Implement and oversee kitchen opening and closing procedures.

- **Cleaning & Maintenance**

- Ensure all kitchen and café areas are cleaned and maintained to a high standard.
- Oversee cleaning schedules and delegate tasks to casual staff and volunteers.
- Ensure all equipment is properly maintained and report any issues requiring repair or replacement.

- **Casual Staff & Volunteer Coordination**

- Schedule, train, and oversee casual kitchen staff and volunteers.
- Provide guidance and support to ensure high levels of productivity and teamwork.
- Maintain a positive and welcoming kitchen environment for all team members.
- Ensure café staff and volunteers have been trained on our hospitality practices, as provided by our Guest Services Coordinator

- **Supplies & Ordering Systems**

- Manage kitchen and café inventory, ensuring adequate stock levels.
- Develop and maintain an efficient ordering system for food and kitchen supplies.
- Establish relationships with vendors to ensure quality products at competitive prices.
- Monitor budget and expenditure for supplies and food costs.

- **Catering & Event Liaison**

- Serve as the primary point of contact for catering requests for Central and CN events.
- Work directly with our preferred catering company for any food ordering needs.
- Coordinate kitchen operations for special events, ensuring timely and high-quality food service.
- Communicate with event organizers to plan menus, dietary needs, and logistics in collaboration with our preferred caterer when required.
- Ability to multitask and work in a fast-paced environment during busy service times, particularly for events.

- **Café Coffee Cart:**

- Oversee the Mobile Coffee Cart, ensuring it is stocked, cleaned and in working condition.
- Ensure payments are processed with Finance Department
- Have available for Central/CN events when requested.
- Be the liaison for the supplier of the coffee machine, maintenance and upkeep.

WHO YOU ARE:

- Experience in hospitality, including food service, kitchen management, or catering coordination, is required.
- Strong organizational and time-management skills.
- Knowledge of food safety and hygiene regulations.
- Commitment to delivering excellent customer service.
- Proven ability to manage a team and delegate tasks effectively.
- Excellent communication and interpersonal skills.
- Basic financial and inventory management skills.
- Flexibility to work hours including Sundays and mid-week shifts

WORKING CONDITIONS:

- This role requires standing for extended periods and occasional lifting of heavy items (+/- 50 lbs).
- The Kitchen Coordinator must be available for weekend and mid-week shifts as required.
- Hold and maintain a valid food handles certification

INCLUSION AND DIVERSITY:

At Central Niagara we value diversity and are committed to creating an inclusive environment for all employees. We encourage individuals from all backgrounds, identities, and experiences to apply and join our team.

CONTRACT DETAILS AND COMPENSATION:

- Temporary position - 1 year contract, with the possibility of extension based on performance and business needs.
- Salary range of \$40,000 to 50,000 per year, paid bi-weekly by direct deposit.

If you are interested in this position, please email your resume to hr@centralniagara.org

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – <https://centralniagara.org/>