

Trinity CommUNITY Hub Kitchen Coordinator

Job Description

The Church of the Holy Trinity, founded in 1847, is a progressive Anglican church located in downtown Toronto, with a long history of social justice ministry, including care for people who find themselves marginalized and houseless. Currently the church operates a community hub that provides lunch service, survival and harm reduction supply distribution, system navigation, referrals, and spiritual and emotional support to over 130 community members two days a week. This position primarily supports this program.

Trinity CommUNITY Hub brings diverse people from across the GTA together to build community; centering houseless, BIPOC, queer and substance using people. The Hub provides food, clothing, and harm reduction supplies to 100+ people each service day. None of this could be accomplished without our low-barrier volunteer program!

The Kitchen Coordinator contract will start on May 1, 2026 to the end of April, 2027. The renewal of this contract is dependent on satisfactory performance and the availability of funding at that time. The successful applicant will work 21 hours a week to support our community hub program. The rate of pay is \$25.00.

Purpose of the Position:

To support the Trinity CommUNITY Hub Programs Manager by planning, ordering, preparation and delivery of two community meals each week, as well as the supervision of volunteers in the kitchen area and maintaining the kitchen space.

The ideal candidate brings their own lived experience into the Holy Trinity community and joins our collaborative effort to continue to improve service delivery both in practical ways and in ways that are even more community and justice centered.

Program Support staff will attend and contribute to staff meetings as necessary and education opportunities offered at Holy Trinity.

Responsibilities:

- ❖ Support the Trinity CommUNITY Hub Programs Manager with supervision of volunteers and student placements in the creation and distribution of food and other essential supplies to the community.
 - Fielding recipe ideas from volunteers and community members and seeing where culturally diverse food can be included.

- ❖ Work with the Trinity CommUNITY Hub Team to build a diverse and respectful community within the community hub and any other programs they come in contact with.
 - Being aware of volunteer and community member activity in the space and compliance with Hub policies.
 - Mediate conflict and disruptive behavior as necessary, in coordination with supervisor, colleagues and volunteers as appropriate.
 - Work with supervisor and colleagues to uphold restorative justice processes that people may be engaged in.
- ❖ Responsible as an end of day point person for volunteers who are cleaning up the church space used by the community hub.
- ❖ Collaborate with Trinity CommUNITY Hub team to place orders, inventory supplies, solicit donations, and maintain clear communication across the team.
- ❖ Collaborate with colleagues and board members to continue to improve and innovate services, systems, policies, and programs at Holy Trinity.

Skills/Qualifications:

- ❖ **Creative problem solving** - building weekly menus from the variety of donations we receive from partners.
- ❖ **Supervisory acumen** - supporting the participation of volunteers with a diversity of strengths and skills.
- ❖ **Food handling experience** - a strong grasp of food safety and the ability to both model and share this knowledge with others
- ❖ Ability to work independently and be self-directed while collaborating with a team.
- ❖ Exemplary emotional intelligence, conflict management and problem solving skills.
- ❖ Ability to work within an anti-oppression framework to respond with compassion and care to staff and community members.
- ❖ Demonstrated ability to work effectively with people from various abilities, life situations and cultural backgrounds.
- ❖ Openness and ability to participate in relevant educational opportunities.
- ❖ Excellent oral and written communication skills
- ❖ Strong organizational skills

- ❖ Basic computer skills (e.g. word processing & email)
- ❖ Food handlers certification is an asset.
- ❖ Previous experience in the community service sector (both professional/personal) is an asset.

Reporting Requirements:

- ❖ Trinity CommUNITY Hub Programs Manager

Working Conditions:

This position requires the majority of work to be completed on-site between the hours of 10 and 5 Monday, Tuesday and Wednesday.

The work is often fast-paced/loud and parts of the kitchen require people to work in fairly tight quarters. The duties of the support staff person can include extended periods of standing/walking and moving up and down stairs.

Trinity CommUNITY Hub staff work with a wide range of people and are often juggling multiple demands at once. There is a likelihood of exposure to unpredictable behavior, unpleasant odors, and bodily fluids. Due to the intense marginalization community members face, this can be a stressful and emotionally challenging work environment where there is the potential to be in threatening situations. Support staff will be supported by their supervisor in these situations as well as receiving training and debrief support in dealing with these situations.

Limitations:

- ❖ A Police Record's Check in compliance with the policies of the Anglican Diocese of Toronto is required. Please note that applicants with a criminal record are not automatically excluded from this position.
- ❖ Must be in compliance with all the policy and procedures of the Church of the Holy Trinity.