
JOB POSTING

Position Title: Community Centre Kitchens Supervisor

Employment type: Contract, Part-time/Casual (June 1 to December 31, 2026)

Locations: 74 Firvalley Court, Scarborough ON (other Warden Woods locations as required)

About Us

Warden Woods Community Centre is a neighbourhood centre, empowering neighbours to work together to meet local challenges and create shared approaches to building community. We have been working collaboratively to support the needs and interests of local communities in Southwest Scarborough since 1970. As a multi-service charitable organization, we provide essential supports like assisted living, daycare and meal programs, while also supporting caring, compassionate, just and interdependent community life for all. Learn more at wardenwoods.com.

Position Summary

Reporting to designated program management, the Community Centre Kitchen Supervisor is responsible for planning, preparing, cooking, and serving nutritious meals that support the health, well-being, and quality of community members and program participants.

This role oversees daily kitchen operations, including menu planning, food purchasing, inventory, donations coordination, food safety, facility upkeep, while also leading food-based programs and initiatives that foster community engagement and create a welcoming, inclusive, and dignified space for participants across Warden Woods programs.

Job Responsibilities

- Plan, prepare and cook meals for up to approximately 100 people per meal that are appealing, tasty, nutritious, and considerate of the diversity of community.
- Incorporate donated food with purchased food through creative menus.
- Plan meals and snacks in accordance with the Canada's Food Guide and with consideration for the needs of individuals and families experiencing poverty.
- Source and coordinate donations, including food and other donations, and help build community partnerships that support program needs.
- Design and implement food-based community programs that encourage community engagement and participation.
- Lead the growth of food-based programs and initiatives across the centre for all age groups.
- Ensure daily opening and closing procedures of kitchen and food service operations are completed and maintain the appropriate upkeep of food facilities including, cleanliness, organization, safety, and compliance with health standards.
- Monitor and maintain kitchen equipment and appliances, reporting any issues as needed.
- Purchase kitchen-related items for the centre, including food, supplies, equipment etc., while maintaining cost awareness and program needs.
- Teach, guide, and mentor community members and program participants in kitchen related work.
- Maintain safe food handling and sanitation practices in all aspects of preparation, storage, and service, including immediately addressing food handling concerns in the workspace.
- Monitor inventory, track supplies, and support timely use of donated and purchased items.

- Reduce food waste through appropriate planning and portioning, and adherence to program policies related to food provision.
- Supervise staff and volunteers while they work in the kitchen, handle food, etc.
- Plate and package meals for dine-in and takeaway participants, being conscientious of environmental responsibility and with the goal of minimizing waste.
- Foster a welcoming, community-focused environment where meals are shared with dignity.
- Support crisis prevention, de-escalation, and emergency response using a trauma-informed approach.
- Participate in staff training, meetings, and community events as required.
- Support cross-departmental collaboration, contribute with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities.
- Other duties as assigned.

Qualifications:

- 2-3 years demonstrated experience as in a commercial or community kitchen, with strong hands-on cooking experience and the ability to independently prepare meals for large groups.
- Hands-on experience applying food safety standards and practices in a communal food service environment, including providing appropriate direction to staff, volunteers, and program participants.
- Demonstrated experience with menu planning, food purchasing, inventory management, and incorporating donated food items into meal preparation.
- Commitment to quality and food safety, with the ability to ensure all food items are safe, appropriate for consumption, and prepared to a high standard.
- Demonstrated ability to build positive relationships and support community engagement through food programs, shared meals, and inclusive kitchen spaces.
- Knowledge of food growing, urban gardening, and community-based food initiatives is an asset.
- Ability to operate common kitchen equipment and appliances safely
- Valid Food Handler Certification is required.
- Valid Driver's license is required.
- Ability to work in a physically demanding environment (standing, lifting up to 40 lbs, reaching, bending)
- Strong communication skills (oral and written) in English.
- Understanding of equity, inclusion, and anti-oppressive practices.
- Knowledge of community life in the Warden Woods neighbourhood and Southwest Scarborough is an asset.
- A clear Criminal Reference Check is a condition of employment.
- Must be legally entitled to work in Canada.

Compensation and Hours of Work:

- **Employment Type:** Contract, Part-Time/Casual
- **Contract ending December 31, 2026**
- **Hours:** Up to 30 hours per week; Wednesdays, Thursdays, and Fridays between 7 AM and 6 PM (subject to change as per programs requirements), and other hours as needed.
- **Hourly Rate:** \$30.00
- **Work Locations:** 74 Firvalley Court, Scarborough, and other Warden Woods locations as needed.

Application Instructions:

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage applications from Black and racialized people, Indigenous peoples, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

A criminal background check is required prior to commencing.

To apply, please send your resume and cover letter via email to careers@wardenwoods.com with **“Community Centre Kitchens Supervisor”** in the subject line, no later than **May 29, 2026**.