



Title: Manager of Food Services & Supports

Located at: The Bridge, 101 Wyse Road, Dartmouth, NS

Hours of work: fulltime, 40 hours per week

Rate of pay: from \$65,000 per year

Position Scope

Adsum and Welcome Housing believe that everyone has the right to safe, secure housing. While we continue to work on permanent solutions to the housing emergency in HRM, we are providing direct services and support to individuals and couples staying in a new shelter model. This temporary shelter, which is operating in a hotel setting from May 2023 through to March 24, 2024, will – among other things – also give residents access to health care; there will be a clinic onsite and supports for continuing care, wellness, and mental health provided by NS Health and Wellness.

Food, like housing, is vital to an individual's health and as such, food support is required for the success of this initiative. The immediate goal of this position is to continue to increase food security at The Bridge. While we do not have access to the kitchen, we have a contractor preparing fresh meals daily. We have installed fridges and freezers, and small appliances, in the communal dining area and on each floor of the shelter. We keep a large and varied stock of breakfast items and microwaveable meals and have set up regular deliveries of fruit.

Typical Duties

- Ensures clients of The Bridge have sufficient food options and choice on a daily basis, considering dietary restrictions and culturally appropriate foods that are familiar.
- Plans a weekly menu that is made accessible to staff and clients.
- Ensures that all interactions with clients, staff, suppliers, restaurants, etc. are carried out in a safe, dignified, and unobtrusive manner and inquiries are resolved in a friendly service-oriented manner.
- Monitor inventory and deliveries of products and food supplies.
- Ensures the immediate environment is safe and sanitary, and reduces safety hazards, accidents and injuries.
- Maintains client confidentiality and privacy.
- Works with community organizations such as local food banks and churches, etc. to build

relationships and mitigate increasing food insecurity.

- Helps to design and manage an agreed upon budget for food and supplies.
- Proposes and implements systems to diminish food storage waste (plastics, Styrofoam, etc.), considers food waste costs in budget. Compost, cardboard, paper recycling and environmental sustainability.
- Creates opportunities and develops a volunteer roster where appropriate and a peer worker roster.
- Addresses and responds to crisis situations as they arise (including notifying on-call if needed).
- Develops emergency preparedness plan in times of emergencies such as a hurricane and loss of power.
- Familiarizes opportunities with team for grants to help support the rising cost of food.
- Other duties as assigned to support operational requirements.

Qualifications and Experience:

- Education and/or experience in hospitality sector.
- Strong background in food services in a residential care setting or hotel is an asset.
- Knowledge of issues and resources in the community related to food security, poverty, and capacity building.
- Strong team player and ability to work independently.
- Great organizational, interpersonal, and communication skills.
- Demonstrated experience managing a budget.
- Connections to local businesses, suppliers, restaurants, etc. an asset.
- Demonstrated experience negotiating prices.

We welcome applicants from all backgrounds to apply. We encourage job applicants from equity seeking groups to self-identify in their cover letter.

We thank you for your interest in employment. Only those candidates selected for an interview will be contacted.

To apply, please email adsum@adsumforwomen.org OR recruitment@welcomehousing.ca