



UP HOUSE - COORDINATOR/FACILITATOR: CULINARY PROGRAM

Job Description:

Are you interested in the vibrant and empowering world of UP House? As a Coordinator-Facilitator you are a valued member of our team, and you become part of the rich tapestry of our Clubhouse community. Just as each Member contributes to the symphony of our shared success, your role is pivotal, and your passion is the melody that harmonizes with ours. Together, we build not just a workplace, but a dynamic haven where growth, connection, and empowerment take center stage. If you are interested in a place where every day is an opportunity to make a difference, and where you, as a member of our family, are instrumental to our collective success, then this could be the job for you.

The Kitchen Coordinator/Facilitator (KC) manages UP House's kitchen program, supporting Members and staff. They collaborate with *and* facilitate alongside UP House Facilitators to achieve program goals under supervision.

About Us:

UP House is a community center in Montréal established in 2010. The founders aimed to create a place that eliminates social isolation and rebuilds the confidence, purpose, and community of adults living with mental illness. We are an evidence-based model referred to as a “Clubhouse,” and we are one of 350 clubhouses worldwide: the only clubhouse in Québec. Fundamental is our belief that everyone has strengths and that mobilizing and sharing those strengths is the key to building hope and change. Clubhouses create opportunities for members to learn or practice skills to use towards their personal goals (such as returning to work or school or improving daily living skills), as well as aid with finding services such as housing, food banks, health care, or employment.

Key Objective:

The KC leads the kitchen/culinary branch, fostering member participation and leadership. They manage menu planning, cooking schedules, skill teaching, budgeting, cleanliness, and staff-member cooperation. Emphasizing member relationships and leadership promotion is integral to their role, aligning with the Clubhouse model.

Success Factors:

The KC must be compassionate, organized, and passionate about improving the lives of people living with mental health challenges. The KC must be bilingual and able to interact verbally in both French and English. Ideally the candidate for KC should have minimum 1-3 years of experience, and demonstrate the capacity and willingness to work collaboratively with staff and Members in accordance with the philosophy of Clubhouse International (www.clubhouse-intl.org).

KC Coordination Responsibilities/Tasks:

- Manage the monthly and yearly food/kitchen budget as set by the Executive Director and all necessary supplies for the kitchen including bulk items, weekly fresh food, equipment, sanitation products etc.
- Manage, with Members, all income generated by sales of lunches, snacks, coffee, and other food items including the daily float, end of month sales calculations and meal/snack cards.
- Manage the maintenance of all kitchen equipment including fridges, stoves, microwaves, and other large items.
- Along with Members, track all purchases of meals, snacks, frozen meals and other food and beverage items.
- Ensure kitchen sanitation requirements are met as set by MAPAQ and as outlined by McGill dietetics students and ensure the kitchen is clean/sanitized.
- Supervise and work with McGill Dietetics students and any other students working in the kitchen/culinary department as determined by your supervisor.
- Plan, with Members, a monthly lunch menu and other food (i.e. breakfast items) as needed, within the determined budget and with the goal of ensuring food is healthy and flavorful.
- Provide support, education, and resources to UP House Members participating in the kitchen branch.
- Plan, with staff, and approval from your direct Supervisor, the cooking and food preparation schedule for staff.
- Work with Members in the kitchen on a regular basis to provide support in learning and growing cooking skills and develop leadership in the branch.
- Develop awareness of complementary programs and groups in the community and have specific knowledge regarding available community resources, private and government. Develop awareness of resources available to community kitchen programs.
- In conjunction with your direct supervisor, evaluate branch effectiveness and make recommendations for improvements and assist in preparing program reports and budget proposals for funding agencies and donors and the Board.
- Collaborate with the Executive Director, Facilitators and Members to ensure program goals align with the organization's mission and strategic objectives.
- Undertake other responsibilities and tasks as directed by your supervisor.

Facilitation Responsibilities/Tasks:

- Actively engage Members in participation in all areas of the operation and decision making of the UP House
- Work collaboratively with staff and Members to develop and implement UP House programs and policies according to the philosophy of Clubhouse International (www.clubhouse-intl.org)
- Support Members in their exploration and realization of their individual recovery goals.
- Focus on the abilities and potential of each Member while accepting the challenges they face in their recovery process.
- Provide day to day oversight of program activities and functions of UP House
- Assist Members with all aspects of community support services including employment, housing, and education.
- Co-animate, with Members, social, recreation and wellness activities.
- Provide coverage on a rotating basis for evening, weekend, holidays, and social activities.

- Provide support for new programs/projects and initiatives and undertake other responsibilities and tasks as directed by your supervisor.

Hours, Compensation and Benefits:

- This is a full-time (35 hours per week), salaried position, on site.
- The salary range is between \$39,104 and \$46,656 commensurate with qualifications and experience.
- This position may require occasional evening and weekend work.

To Apply:

- Write 3-4 paragraphs about why interests you the most [Clubhouse model](#), the "work ordered day" and why you want to work in an environment focused on psycho-social rehabilitation.
- Please include a CV in either English or French.
- Please send your letter and CV to alanna.devine@uphouse.org with the subject line: **Kitchen Coordinator Role - UP House**

Additional:

- Please learn more about the Clubhouse Model at www.clubhouse-intl.org and <https://www.fountainhouse.org>
- Please learn more about UP House here: <https://www.uphouse.org/>

Only candidates selected for an interview will be contacted. Thank you in advance for your time and care applying for this position.