



30 King Street East
Dundas, ON L9H 5G6
905.627.9922
info@hamiltonjfs.ca
www.hamiltonjfs.ca

Community Kitchen Development Manager

Position summary

Hamilton Jewish Family Services is seeking an experienced and entrepreneurial **Community Kitchen Project Manager** to lead the development of Carol's Kitchen, an exciting new initiative that will expand food security, food literacy, and community connection in Hamilton.

Funded through a three-year Ontario Trillium Foundation Grow Grant, this role will oversee the transformation of our existing food program into a fully operational commercial teaching kitchen. Working closely with HJFS leadership, the successful candidate will manage the kitchen renovation, develop and launch new cooking and nutrition programs, establish operational systems, build community partnerships, and explore opportunities for sustainable revenue generation through kitchen rentals and social enterprise activities.

This is a unique opportunity for someone who enjoys building programs from the ground up. The successful candidate will combine strong project management skills with creativity, collaboration, and a passion for using food as a tool for learning, connection, and community well-being. By the end of the three-year grant, they will have helped establish a thriving community kitchen that supports participants of all ages and backgrounds while contributing to the long-term sustainability of Hamilton Jewish Family Services.

About Hamilton Jewish Family Services

Hamilton Jewish Family Services (HJFS) is a multi-service non-profit agency based in Dundas, Hamilton Jewish Family Services is a multi-service, community-based non-profit agency located in Dundas, Ontario. Guided by Jewish values and traditions, HJFS supports individuals, children, families, older adults, newcomers, Holocaust survivors, and people experiencing poverty, isolation, food insecurity, mental health challenges, and life transitions.

Our core services include mental health and well-being supports, poverty reduction and life navigation, seniors programming, newcomer support, Holocaust survivor assistance, volunteer engagement, and Carol's Cupboard, our kosher food bank. HJFS serves the Jewish community while also working with clients, partners, donors, volunteers, and community members from diverse backgrounds and circumstances.



30 King Street East
Dundas, ON L9H 5G6
905.627.9922
info@hamiltonjfs.ca
www.hamiltonjfs.ca

Key responsibilities

As the **Community Kitchen Development Manager**, you will lead the development of Carol's Kitchen from concept to operation. Responsibilities include, but are not limited to:

- Lead the development and implementation of Carol's Kitchen, including multi-year workplans aligned with Ontario Trillium Foundation grant objectives and timelines.
- Manage the commercial kitchen renovation, coordinating contractors, suppliers, consultants, inspections, and equipment procurement to ensure the project is completed on time and within budget.
- Develop operational policies, procedures, and systems for the kitchen, including booking, inventory, maintenance, food safety, and rental processes.
- Design, implement, and evaluate community-based cooking, food literacy, and nutrition programs for seniors, youth, newcomers, families, and other community members.
- Develop and implement strategies to support the long-term financial sustainability of the kitchen through rentals, partnerships, fee-for-service programming, and other revenue-generating opportunities.
- Recruit, train, schedule, and support volunteers, facilitators, instructors, and guest presenters.
- Ensure compliance with food safety regulations, public health requirements, accessibility standards, and kosher food preparation practices.
- Build and maintain strong relationships with community partners, funders, referral agencies, businesses, and other stakeholders.
- Manage project and program budgets, monitor expenditures, and support financial planning and reporting.
- Track program outcomes, collect participant feedback, and prepare grant reports and other evaluation documents.
- Collaborate with HJFS staff to integrate the community kitchen into existing food security, seniors, newcomer, and wellness programming.
- Represent HJFS within the community and promote the community kitchen through networking and partnership development.

Key Qualifications:

We're looking for an organized, collaborative, and entrepreneurial leader with experience building programs and managing projects in a nonprofit, community, or food services environment. The successful candidate will have:

- Experience managing complex projects from planning through implementation, including coordinating multiple stakeholders and timelines.
- Experience in food service, culinary training, community food programming, or a related field.
- Experience designing and delivering community-based programs.



30 King Street East
Dundas, ON L9H 5G6
905.627.9922
info@hamiltonjfs.ca
www.hamiltonjfs.ca

Experience supervising staff, volunteers, or program facilitators.
Strong project management, budgeting, organizational, and problem-solving skills.

- Demonstrated ability to build partnerships and collaborate with community organizations, businesses, and other stakeholders.
- Experience monitoring outcomes, preparing reports, and meeting grant or funder requirements.
- Strong written and verbal communication skills.
- Ability to work independently, manage competing priorities, and adapt in a fast-paced environment.
- Proficiency with Microsoft Office and standard office software.

Assets include:

- Experience working in the nonprofit sector.
- Experience developing social enterprise or earned revenue initiatives.
- Knowledge of food security, food literacy, and community development principles.
- Food Handler Certification (or willingness to obtain).
- Familiarity with kosher food preparation or willingness to learn.
- Valid Ontario driver's licence and access to reliable transportation.

This is a full-time position at 30 hours per week over four days. Salary is \$56,000 per year, with a total compensation package, including benefits, valued at approximately \$70,000.

Application Process:

To apply for this position, please submit a resume and cover letter quoting the job title in the subject line by **[INSERT DATE]**, to:

[Insert name of contact person]

[Insert title of contact person]

Hamilton Jewish Family Services
30 King St E, Dundas, ON L9H 5G6

[Insert email]

HJFS will provide accommodation in all phases of the hiring process, up to the point of undue hardship, upon request.

Thank you for your interest. Interviews will be conducted on a rolling basis as qualified candidates are received. Due to the anticipated volume of applications, only those selected for an interview will be contacted.

HJFS is committed to the principles of equality and diversity in the workplace. We welcome applications from Indigenous peoples, minority communities, immigrants, persons with disabilities, and the 2SLGBTQIA+ community.