

Salt Spring Centre of Yoga
355 Blackburn Road
Salt Spring Island, BC
V8K 2B8



Job Title: Kitchen Coordinator
Reports To: Executive Pod
Organization: The Salt Spring Centre of Yoga
Location: Salt Spring Island, British Columbia, Canada

About The Role

The Kitchen Coordinator (KC) ensures the delivery of high-quality, balanced, and delicious meals that align with our sattvic living principles. This is an exciting opportunity for individuals who are passionate about preparing food with love, have strong leadership and organizational skills, and are interested in contributing to a diverse and inclusive spiritual community.

The KC is an experienced leader with the ability to effectively direct, support, and collaborate with a diverse team, providing guidance, direction, and oversight of kitchen personnel with varying degrees of skill and experience in a clear and kind manner. The KC manages culinary operations, delivering consistent, quality vegan and vegetarian meals for groups ranging between 25 – 300 people, while accommodating allergies and dietary restrictions, ensuring compliance with health and safety standards, and minimizing food waste. This is a hands-on role as a working supervisor side by side with staff. As the head of the Kitchen Pod, the KC is a member of the Coordinators Circle, the deliberative and decision-making body for SSCY.

It is important for supporting alignment and integration within our community that all members of our team, including paid positions and volunteers, regardless of whether they take up residence on the land, share a common aim and inclination towards living a yogic lifestyle, and applying the principles of yoga in everything we do.

Residential Opportunity

We are proud to have a multi-generational residential community at SSCY, and as part of our commitment to fostering a harmonious environment, we offer the possibility for team members to join our community as residents for the duration of their contract. While we have limited spaces available for those looking to live, this opportunity allows individuals to immerse fully in the community and activities of The Centre. Residents are asked to maintain a clean and sober environment with no alcohol or drugs on the property, and adhere to lacto-vegetarian dietary guidelines while on the premises.

Key Responsibilities

Daily Operations

- Oversee all aspects of kitchen operations, including meal planning, budgeting and costing, preparation, service, cleanliness, and maintenance.
- Ensure the safety of the kitchen's workspaces and workforce in compliance with BC Health Code and Regulations.
- Update the kitchen guidelines and procedures for staff and volunteers, establishing kitchen orientation procedures and checklists as necessary.
- Liaise with the office to ensure a smooth guest, volunteer, and visitor experience.
- Assist with recruiting and onboarding new kitchen personnel (staff and volunteers), providing training, mentorship, and support as needed.
- Schedule, direct, and collaborate with other kitchen staff and volunteers, filling in for or assisting other kitchen personnel as necessary.
- Work with the Coordinators Circle to review, revise, and establish Centre policies and procedures, particularly as they pertain to feedback escalation processes and the use of external support services when required.
- Establish and update menu templates and a recipe database in cloud storage, testing and documenting new recipes and potential farmstand products.
- Enforce kitchen rules and facilitate weekly kitchen meetings.

Planning & Preparation

- In collaboration with Farm Coordinators, determine the amount and kinds of crops to be ideally supplied to the kitchen.
- Assess current food suppliers and forge new relationships as deemed advantageous or necessary, including networking with local farms to supply local produce within budget.
- In collaboration with the office, work to establish and manage kitchen budgets, and identify and implement cost-saving measures where appropriate to control expenses.
- Directly plan and help prepare hot meals each week for Centre residents and programs.
- Create diverse and nutritionally balanced meals for community and retreat programs.
- Make efficient and inspired use of ingredients on hand and any produce available from the farm in order to minimize food waste and keep costs low.
- Adapt menus to accommodate various dietary preferences and restrictions as needed, and ensure that meals prepared meet any restricted dietary needs.

Quality Assurance and Inventory Management

- Maintain accurate inventory records and manage food orders to minimize waste and control costs.
- Uphold kitchen guidelines and protocols while also ensuring that they are upheld by anyone cooking in the kitchen under your supervision.
- Monitor food quality and presentation to ensure that all meals meet or exceed our high standards and food preparation guidelines.
- Address any guest feedback or concerns promptly and professionally.
- Lead season wrap-up, collaborating with the Farm Coordinators on a plan for food storage and preservation, and overseeing the preservation of farm and orchard produce throughout the harvest season.

Safety and Cleanliness

- Maintain a highly sanitary, well-organized kitchen and work area. Cleanliness of fridges, freezers, floors, counters, and all food production areas should be a source of pride.
- Ensure the safe operation of kitchen equipment by inspecting, reporting, and correcting any safety issues.
- Dress in a safe, clean, and professional manner at all times. Must wear closed toed non-skid shoes. Fingernails must be kept short and clean, and hair must be tied up and covered by a hat or scarf.

Other Related Duties

Relationship Building and Personnel Supervision

- Work with the Coordinators Circle to build and maintain a culture where volunteers are supported and led as a unified community with the common aim of leading a spiritual life through yoga, programs, classes, and other related offerings.
- Develop and maintain healthy relationships with renters, alumni, teachers, residential as well as off land community members, volunteers and staff.
- Carry out regular, effective, open communication with all staff and volunteers in a manner that is inclusive and addresses diverse communication styles and preferences. (i.e. group meetings, one-on-one discussions, written or verbal feedback, etc.)

Community Involvement & Centre Stewardship

- Contribute to our shared responsibility of supporting community operations, including with dishwashing and cleaning during peak program times such as retreats, programs, celebrations, ceremonial gatherings, etc.

- Lead by example, embodying the Centre's core aim and commitment to yogic principles in how one interacts and conducts themselves, in and beyond their functional duties.

Compensation

\$3,250 – \$3,900 per month. 5 Flex Days and 5 Wellness Days annually.

Access to weekly classes, teachings, and Centre-sanctioned events and offerings.

In accordance with §34.(f) of the Employment Standards Regulation (BC), this position is exempt from overtime compensation required under §40 of the Employment Standards Act. The base salary for this position includes compensation for all hours worked.

Working Conditions

30 hours per week. As the nature of this position is to be responsive to the needs of the residential community and the retreat programming schedule, a specific schedule of work hours and days is not guaranteed. You may be asked to work outside of regular hours or split shifts as needed, which may include evenings, weekends, holidays, or extended hours.

As the Centre currently closes for winter, this position has an expected yearly furlough period from December 1 to February 15, during which time there will be no work. This is subject to change if the Centre begins hosting winter retreats.

Use of a personal vehicle may at times be required; mileage is reimbursed at \$0.60/km.

Work must take place in-person at the Salt Spring Centre of Yoga.

Qualifications

Relevant training or education in culinary arts, and/or 3+ years of professional cooking.

Must be able to lift and carry up to 18 kg (40 pounds) and navigate stairs multiple times daily.

Food Safe Certification is required. Occupational First Aid certification is an asset.

Familiarity with the principles of Ayurvedic cuisine, and experience working in retreat centres or ashrams are considered assets.

Possession of a valid driver's license.

Legally able to work in Canada.

About You

A genuine interest and active engagement in yogic principles and lifestyle.

Strong interpersonal skills, with an ability to relate to a wide variety of personalities and build strong, sustainable relationships.

Capacity for deep, open listening and clear communication, both written and verbal.

A demonstrated ability for creative problem solving and innovative thinking.

Aptitude for adaptability, agility, and a proactive mindset.

Strong soft leadership skills - including the ability to inspire, motivate and coach staff and volunteers to bring out the best of who they are and what they have to offer.

Strong organizational, problem solving, and time management skills.

Ability to maintain discretion and confidentiality.

About Us

The Salt Spring Centre of Yoga (SSCY) is a non-profit educational and spiritual retreat centre dedicated to teaching and promoting the core principles of yoga, which embody peace, resilience, and belonging. SSCY is the keystone project of the Dharma Sara Satsang Society, founded by students of Baba Hari Dass in 1974. In harmony with yogic philosophy, the Society aims to foster the personal search for inner peace and spiritual fulfillment. Through *sadhana* (spiritual practice), *karma yoga* (selfless service), and *satsang* (supportive community), we aspire to create an environment for the attainment of peace. We value harmonious living with ourselves, our community, and the land we inhabit, and achieve that harmony through daily yogic practice.

Application Process

If you are passionate about supporting an organization working to foster an environment for the attainment of peace, and contributing to the legacy of love, service, and sanctuary, we invite you to apply via [the application form on our website](#).