

JOB DESCRIPTION

HALIFAX EMERGENCY MANAGEMENT VOLUNTEER ORGANIZATION



TITLE: Support Staff Supervisor (SSS)

VOLUNTEER GROUP: Joint Emergency Management (JEM)

REPORTS TO: Comfort Centre Manager (CCM)

DATE: February 2022

JOB SUMMARY

The Support Staff Supervisor (SSS) is a volunteer position within the HRM EM organization that is staffed as part of municipally sponsored Comfort Centre activation and is responsible for all hospitality aspects of the Comfort Centre.

REQUIRED TRAINING & CERTIFICATES

- Comfort Centre Level 1
- NS Health Food Handling Course

PREFERRED QUALIFICATIONS AND SKILLS

- Must be registered as HRM EM volunteer.
- Comfort Centre Level 2
- ICS100
- Radio Communications

DUTIES

- Second in command (2 I/C) for the Comfort Centre
- Coordinate's kitchen staff
- Prepares and organizes the kitchen area
- Establishes a food handling area if no kitchen available
- Manages culinary services
- Table set up and clean up
- Assist with scheduling
- Menu preparation
- Quality control
- Ensures kitchen area is returned to the same pre-activation state, or better

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- Maintains a personal diary of pertinent information (retained by the SSS)
- Other related duties as assigned by Comfort Centre Manager.

