

KGHFUNDATION



ARE YOU READY TO USE YOUR SUPERPOWERS FOR GOOD?

At the KGH Foundation, we are driven by excellence. We strive to use our superpowers to build world-class health care, right here at home. This work is your opportunity to impact countless lives of those in the Southern Interior. If you're an extraordinary individual who is ready to use their superpowers for a purpose, look no further.



WE'RE LOOKING FOR AN EXCEPTIONAL: VENUE SUPERVISOR & INVENTORY CONTROL

DATE POSTED: March 13, 2025

POSITION CLOSES: March 30, 2025

POSITION STATUS: Permanent Full -Time

LOCATION: Kelowna , BC

REPORTS TO: Director of Business Venues

SCHEDULE: 8 a.m. - 4p.m., Monday to Friday (37.5 hours per week)

SALARY BAND: \$44,000 - \$55,000, with ability to progress up to \$66,000

SUMMARY:

The position is responsible for the day-to-day operations of the three on-site business venues (Perking Lot, Royal Bistro, Centennial Mercantile) which are part of the Business Enterprises network owned and operated by the KGH Foundation. The primary focus will be on the Perking Lot and Royal Bistro. The purpose of this position is to work in the venues alongside the volunteer workforce to ensure that the businesses runs effectively, efficiently, profitably and safely. As on onsite presence, the supervisor will be able to establish a positive rapport with the volunteers and connect their work to the Mission, Vision and Values of the Foundation

YOU WILL:

- Provides on-site coordination of venues and volunteer workforce – participating in most facets of the business operations
- Time division: approximately 85% in-venue work, 15% administration/scheduling
- Food and beverage preparation and service as well as some retail sales/supervision
- Provides support to the Director of Business Venues
- Notifies Director of Business Venues of required repairs and maintenance of the venue equipment
- Ensures processes are followed to ensure the safety, privacy and dignity of the volunteers and the customers
- Ensures venues are offering a high-level of service – performs quality control
- Ensures presentation of the venues and seating areas are in order (stocked, clean, tidy)
- Ensures fulfillment of maximum hours of operation
- Cash Reconciliations Monday - Thursday
- Volunteer scheduling when necessary
- Performs purchasing, pricing, receiving of supplies primarily for the Perking Lot and Bistro.
- Performs merchandising, inventory control and quality control in consultation with the Director of Business Venues
- Analyzes inventory and supply data and produces reports for the Director of Business Venues
- Facilitates/coordinates Toast, 7 Shifts and Better Impact software support when needed
- Other duties as assigned

CORE COMPETENCIES:

- Solid understanding of food service industry standards
- Accountable and Dependable
- Ability to lead a volunteer workforce
- Excellent time management skills
- Proven ability to “go with the flow”
- Proven ability to multitask
- Critical Solution Thinking/Problem-solving
- Ability to stay calm under pressure
- Excellent professional and diplomatic skills
- Excellent written and oral communications skills
- Customer service oriented
- Team player
- Excellent people skills /sense of humour
- Significant ability to manage varied tasks simultaneously

QUALIFICATIONS

- Minimum of three years’ management experience in food and beverage industry
- Valid Food Safe Certificate
- Previous volunteer management experience is considered an asset
- Experience in the Food/Beverage Sector accompanied by some retail experience an asset
- Ability to operate POS Systems/Moneris and Better Impact computer software
- Superb communication skills both verbally and in writing
- Ability to build relationships and demonstrate empathy
- Proven ability to work independently and proactively
- Commitment to volunteer wellness and engagement
- High level of integrity, professionalism, and accountability
- Sound judgment and logic
- Strong planning, prioritization, and organizational skills
- Valid Driver License and access to a vehicle
- Proficient with MS Outlook, Word, Excel, PowerPoint and Publisher
- Must be able to provide a clean Criminal Record Check including ability to work with minors and vulnerable adults
- Proof of having received two doses of an approved Covid vaccination

WORKING CONDITIONS:

- Able to stand for long periods of time
- Able to work in a small space and around hot water, steam, food prep equipment
- Work within a healthcare environment
- Must be able to lift up to 20 pounds
- On-call duties as required

WHAT'S IN IT FOR YOU?

We're asking a lot of you - so what are we giving back?

- Competitive salary & a transparent salary band
- Pension supplement
- Four weeks paid vacation
- Comprehensive dental and extended medical benefits
- Opportunities for professional development
- Casual 'Dress for Your Day' dress code
- An incredibly supportive & talented team to work alongside

ABOUT US:

The KGH Foundation is a leading charitable organization dedicated to enhancing health care quality in our region and beyond. Located in the vibrant Okanagan Valley, we offer a dynamic and supportive work environment that encourages collaboration and creativity.

At the KGH Foundation, you will have the opportunity to use your superpowers for good! By joining our team, you'll contribute to a mission-driven organization that values innovation, compassion, and community. You'll work alongside dedicated professionals and passionate volunteers, all committed to advancing excellence in health care and providing vital support to those who need it most. Together, we create a brighter, healthier future—right here at home.

OUR VISION:

World Class Health Care close to Home.

OUR CULTURE CODE:

At the KGH Foundation, we're driven by a sense of purpose and a commitment to making a meaningful impact. We value patience, kindness, and respect, understanding that great things take time and collaboration. Creativity fuels our innovation, while professionalism and compassion guide our interactions. We believe in having fun and sharing stories, cultivating a transparent and team-oriented environment where celebrations and gratitude are part of our daily culture.

To apply, please send your resume and cover letter to Melani McBratney, Director of Business Venues

The KGH Foundation is an equal opportunity employer committed to cultivating a diverse and inclusive workplace. We warmly invite candidates of all genders, ethnicities, cultural backgrounds, sexual orientations, and abilities to apply. We believe in providing an environment where all individuals have the opportunity to achieve their fullest potential and embrace diversity and the unique contributions that each team member brings to our collective mission. Join us in transforming health care in the southern interior of British Columbia.

If you require accommodation for any part of the recruitment process, please contact us at info@kghfoundation.com.