



## **Lunch a la Kart: Position Description**

**JOB TITLE**                      **Business and Employment Coordinator (General Manager)**

**REPORTS TO**                      **Lunch a la Kart Steering Group  
Immediate Supervisor**

### **MISSION STATEMENT**

Lunch a la Kart social enterprise assists people with a mental health disability to become employed in a supportive structure. By delivering lunches to businesses in Vancouver's Downtown and Eastside, mental health consumers will build skills and capacity, work within a flexible environment and earn a fair wage for the work they do.

### **JOB SUMMARY**

We are looking for an enthusiastic, entrepreneurial-minded and socially conscious person to oversee the direction and operations of Lunch a la Kart, and provide training and support to employees. This position is exciting, demanding and requires taking a fledgling business in its second year of operations towards continued growth.

**This position is a full-time contract position. \$2200- \$2500/ month depending on experience. Start date: ASAP**

### **DUTIES AND RESPONSIBILITIES**

#### **Overall:**

To manage Lunch a la Kart, a social enterprise located in the Vancouver's Downtown Eastside.

#### **Human Resources:**

- To work directly with Lunch a la Kart employees and volunteers
- To train Lunch a la Kart employees and volunteers in systems and operations
- To build the skills and confidence of employees and volunteers
- To compile a working manual for employees outlining operations and policies
- To problem solve issues that arise on a daily basis
- To manage scheduling and contingency regarding missed workdays

**Business Development:**

- To market Lunch a la Kart to local businesses
- Establish and grow routes and catering deliveries in the Business district, and the Downtown Eastside for Lunch a la Kart sales
- To network in the community
- To oversee the maintenance of the website and development of other marketing materials

**Administration:**

- To manage the basic bookkeeping and accounts of Lunch a la Kart
- To report to the Lunch a la Kart Steering Committee and Employees the financial and activity/operational status of the project
- To support policy and procedures in day to day practice
- To work and liaise with Potluck Café staff

**General:**

- Attends and coordinates Steering Committee.
- Submits monthly activity reports, financial reports
- Submits timesheets, expense forms, etc. as required
- Models and reinforces work-related behaviour and interpersonal skills.

**SUPPORTED BY**

- Steering Committee
- CRB Business Development Coordinator
- Potluck Cafe Society Executive Director

**POSITION QUALIFICATIONS**

- Education and/or experience in business management and marketing skills
- Familiarity/ experience working in the food service industry
- Demonstrable computer skills including Microsoft Office and accounting software
- Physically able to walk for extended periods pulling a 35 lb kart
- Experience working with mental health consumers and/or people with disabilities
- Familiarity and understanding of the issues of the mental health / poverty communities
  
- Organized and details oriented
- Excellent interpersonal and communication skills
- Calm in stressful situations
- Excellent conflict resolution skills
- Enthusiastic to work in Vancouver's Downtown Eastside
- Demonstrable ability to work independently and as a team member

Please address your applications to 'Lunch a la Kart' Steering Committee  
Mailing address: 175 W. Broadway, Vancouver, BC, V5Y 1P4  
Email: kristina\_fairholm-mader@cmhavb.bc.ca