



## **Healthy Food Program Coordinator CCSS Employment Opportunity**

Do you enjoy working with children and have a passion for healthy food? Are you resourceful & organized, with experience in the food service industry? CCSS is looking for a self-motivated individual to join the team as our **Healthy Food Program Coordinator**.

The CCSS Healthy Food Program provides breakfast, lunch & snacks to grade K-9 students at Cumberland Community School during the academic year. It's a barrier-free program that aims to ensure all children & youth have access to nutritious food, regardless of their socio-economic background. Last school year, we served an average of 300 lunches per day, serving 677 children & youth. Meals are sourced from both local vendors and made in house. In addition, CCSS provides snacks throughout the day, and sources food for the Breakfast Club.

The Coordinator is responsible for planning, organizing and overseeing the daily operations of the Food Program. The position includes administration (40%), in person shopping & meal pick up (25%) and frontline kitchen work (35%). The successful candidate must have a growth mindset and willingness to embrace new challenges.

### **What we offer:**

- 20 to 25 hours/week. Fall 2024 to July 4, 2025.
- \$32.96/hour
- Health Spending Account
- Mileage reimbursement for use of personal vehicle
- Monthly cell phone stipend
- Supportive environment to learn, grow, contribute and be connected to the community

### **What we are looking for:**

- Experience working in the food service industry including meal planning, food preparation, sourcing and purchasing supplies
- Experience working with children and youth in a leadership role
- Demonstrated strong administrative skills

- Ability to assist and support children/youth and their families using a non-judgemental and empathetic approach
- Demonstrated strong computer skills including Microsoft Office applications (Word, Excel), Google Docs and the ability to learn new online software
- Experience working within a budget and tracking expenses
- Attention to detail, effective organizational and time management skills
- Strong verbal and written communication skills
- Ability to create and maintain good working relationships with colleagues, community partners, vendors and suppliers
- Willingness and demonstrated ability to work as part of a team and draw on the experience of others
- Strong leadership skills, ability to manage volunteers and staff, provide clear direction and feedback
- Ability to work independently, demonstrate initiative and be resourceful
- Positive approach to solving problems and strong decision making skills
- Ability to multi-task and to work quickly and efficiently in a fast paced environment
- Ability to adapt to changing priorities and availability of resources
- Understanding of food insecurity, causes and effects, and local food systems
- Demonstrated commitment to diversity, equity and inclusion
- High level of personal and professional integrity
- Class 5 Driver's License, clean driving record & access to a vehicle during working hours
- Ability to lift 50 lbs
- The ideal candidate will have a diverse skill set with the potential to work within other areas of the organization and as part of our collaborative team.

### **Education & Training Requirements**

- Educational background in office administration, project management, nutrition, food service management, or other related field
- First Aid (OFA Level 1 or equivalent)
- Food Safe Certification

### **Responsibilities**

- **Menu Planning.** Design healthy, balanced menus (breakfast, lunch & snacks) that adhere to Canada's Food Guide and take into account cultural sensitivities and food allergies.

- **Accessibility:** Ensure the program is accessible and available to students who are living with food insecurity. Build positive relationships with children/youth & their families. Support students and their families using an empathetic approach. Maintain discretion and confidentiality.
- **Food Procurement:** Order and shop for food, meals and supplies, ensuring quality and adherence to budget. Develop and sustain relationships with local vendors, producers and wholesale distributors.
- **Program Administration:** Design and distribute monthly menus, manage online ordering system, handle order payments, communicate with clients, print daily meal lists and track expenses.
- **Volunteer & Staff Management:** Recruit and manage volunteers, including youth, parents and community members. Direct and supervise volunteers/ kitchen staff in the preparation and serving of meals.
- **Communication:** Liaise with school administrators, teachers, parents and students to promote the food program and address any concerns or feedback.
- **Record Keeping:** Maintain accurate records of expenses, meals served, free meals provided and other metrics as needed for funding reports.

## **Other Information**

Successful applicants will be required to provide a criminal record clearance.

This job description is provided to capture the primary components of this role. It is not meant to be an exhaustive list. An individual may be required to perform other tasks which may not be listed but are consistent with the general intent of this role.

We recognize that our different backgrounds, experiences, and perspectives allow us to find better ways to approach challenges and champion new ideas. Excited by this opportunity? If your previous experience doesn't perfectly match the listed requirements, we encourage you to still apply.

CCSS is committed to the values of diversity and inclusion. We welcome the spectrum of human diversity including race, gender, socio-economic status, sexual orientation, gender identity, disability and religion.

## **How to Apply**

Please email resume and cover letter to **director@ccssociety.org** with subject line 'Healthy Food Program Coordinator Application'. The cover letter should clearly articulate why you are a good fit for the position. **Deadline to apply is Sunday September 29, 2024.**

The hiring process at CCSS can take anywhere from 2-4 weeks. The HR Committee will review applications and contact those that have been shortlisted for an interview. Our sincere appreciation to all those expressing interest, however, only those applicants invited for an interview will be contacted.