



People for a Healthy Community

PO Box 325, 675 North Road, Gabriola Island, BC. V0R 1X0

Telephone: 250.247.7311

Email: info@phcgabriola.org

JOB DESCRIPTION

TITLE: Food Program Coordinator

HOURS: 35 hours per week

HOURLY RATE: \$18 to \$22 per hour

SUPERVISOR: Executive Director (ED)

JOB OVERVIEW

Working within a complex social service environment with staff and a large volunteer base, the Food Program Coordinator provides leadership, planning and co-ordination for:

- 1. Food Bank – which includes Soup Socials, the Food Recovery Program, and the Gardens Program*
- 2. Food For Thought – which includes the School Hot Lunch, School Breakfast and Emergency Lunches*

ACCOUNTABILITIES

- Establish and maintain the annual budget for all programs in collaboration with the ED and Treasurer
- Develop quarterly food distribution plans to be approved by the ED
- Assist fundraising staff and volunteers to solicit appropriate donations to meet the food plans
- Work with the school Principal and use community nutritional resources to develop annual menu plans for the Food for Thought programs
- Organize the procurement and distribution of food
- Coordinate, train and supervise PHC staff and volunteers of each program area, including Parents Advisory Council (PAC) volunteers
- Keep statistics and prepare reports
- Maintain up to date database lists
- Assist with kitchen duties as required
- Ensure Food Safe practices are followed in all areas
- Ensure new clients are interviewed and given orientation
- Responsible for clean-up of facilities including compost, recycling and garbage disposal where required
- Responsible for securing facilities and equipment where applicable
- Coordinate maintenance for of all equipment which may include fridges, freezers and other mechanical equipment necessary for PHC purposes
- Responsible to ensure PHC generators are turned on during power outages
- Attend staff meetings and professional development as approved by the ED
- Ensure client confidentiality is maintained at all times
- Ensure PHC policies and procedures are followed

REQUIREMENTS:

- Be a resident of Gabriola
- Supervisory experience
- Excellent written and verbal communications skills
- Strong organizational and planning skills
- Ability to organize priorities and establish workloads by managing deadlines and multiple concurrent tasks
- Ability to produce accurate records and reports
- Proficiency in Microsoft desktop applications and database applications.
- Ability to work independently and in a team environment
- Ability to maintain a professional respectful approach to working relationships with staff, clients, volunteers and PHC Board members
- Ability to lift 50 lbs/23 kgs and conduct physical activity
- Experience working within a social services environment an asset

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	