

Food Processing Program Coordinator

Purpose

Reporting to the Network Programs & Planning Manager, the Food Processing Program Coordinator supports all initiatives related to the Fresh Approaches program as well as the operation of the Fresh Approaches Food Centre on site at The Food Bank.

The short-term responsibilities of this role may change from year-to-year, as priorities of The Food Bank change, and will be detailed in the Food Processing Program Coordinator's annual work plan.

Duties and Responsibilities

Volunteer Management

- Work with teams of volunteers (corporate, youth, school age) to process, package, label and store food for future distribution.
- Partner with the Manager of Volunteer Resources to establish training guidelines for all perishable program and food processing volunteers.
- Work with the Manager of Volunteer Resources on the forecasting and recruitment process for new volunteers.
- Develop volunteer job descriptions for those working in the Food Centre.
- Train program volunteers on food handling processes and specific tasks related to the processing of food, ensuring that all Health & Safety guidelines are being met.
- Day-to-day support of all program volunteers.
- Conduct volunteer performance reviews and regular check-ins.

Food Centre Operations

- Guidance, support and direction to staff and volunteer teams on the handling and processing of food product.
- Coordinate and maintain relationships with 3rd party commercial kitchens (where necessary) to facilitate processing beyond The Food Bank's capacity (i.e. soups, stews, sauces).
- Liaise with the Operations Manager and Warehouse Associates to determine frozen product challenges (i.e. product breakdown, packaging, or repackaging options).
- Develop schedules (weekly/monthly) for food processing room utilization including all engagement, special events, and daily activity.

- Identify equipment needs for the Food Centre, including researching product options and working with vendors to procure equipment.

Program and Service Coordination

- Provide support to Marketing & Communications plans to effectively brand and communicate the use and impact of the Fresh Approaches Program (i.e. stories, photos, testimonials).
- Work with the Food Assistance Network of programs and services – creating resources, food packages and innovative programs to meet the food needs of our community.
- Create new programs to increase food literacy within our partner agencies and their participants.
- Create resources to support partner agencies in complying with food safety guidelines.
- Develop recipe cards and other support materials to encourage members of the community to cook with fresh products.
- Provide support to innovative program execution in identified Waterloo Region neighbourhoods (including on-site support, program development, and 3rd party team support).

Key Attributes

- Flexible schedule – must be able to work periodic evenings and weekends to accommodate the various needs of corporate partners who will be volunteering in the program,
- Ability to work with multiple people with varying skills & abilities in an unstructured environment,
- Experience leading and supporting small groups of individuals preparing food products,
- Ability to work well independently according to work plan and/or project plan outline,
- Demonstrated ability to work within a team environment and work collaboratively with other staff to implement projects and services,
- Excellent organization, initiative, planning and project management skills,
- Sound judgment and innovative problem-solving skills,
- Effective oral and written communication skills,
- Creativity in identifying ways to communicate the reality of hunger in our community,
- Confidence to represent the work of The Food Bank to members of the community.

Education, Experience and Specialized Knowledge

- 5+ years management or supervisory experience,
- 3 to 5 years foodservice experience,
- Formal training in food related field (i.e. Culinary management , nutrition),
- Strong knowledge of food safety and food facility operations (including Health & Safety, Government regulations, and local health codes),
- Knowledge of basic sanitation requirements and food handling safety standards,
- Experience with adult education principles,
- Valid Standard First Aid – CPR A – AED Certification.

Accountability

The Food Processing Program Coordinator reports to the Network Programs & Planning Manager, and has regular interaction with the Operations Manager as well as the Manager of Volunteer Resources.

Time Requirements

The Food Bank's regular office hours are Monday – Friday 8:30am – 4:30pm.

It is understood that all team members are often required to work irregular hours to ensure that the objectives of the organization and our commitments to volunteers, members, and the community are being met.

The Food Bank of Waterloo Region provides employees with a flexible and progressive benefit package which accommodates for hours worked above and beyond, and strives to address the personal time needs of each employee.

To apply please forward your resume and cover letter indicating salary expectations no later than August 31st to:

**Human Resources - The Food Bank of Waterloo Region
50 Alpine Court
Kitchener, ON N2E 2M7
hr@thefoodbank.ca**

Please note: this posting was previously listed as “Fresh Approaches Program Coordinator”

**No telephone calls, please.
Only those candidates selected for interviews will be contacted.**