



## JOB POSTING



### ***Standards and Food Services Coordinator***

Contract August 12, 2024 to December 31, 2024 with possibility of extension  
16 hrs per week at \$23 / hour

#### **Position Description**

The Standards & Food Services Coordinator will oversee the assessment, development and implementation of Food Operations & Food Safety Standards and Client Service & Care Standards set out by Food Banks Canada. This role involves coordinating with staff and volunteers to ensure effective preparation for successful accreditation and long-term adaptation of Standards of Excellence.

The Standards & Food Services Coordinator will also oversee volunteer coordination at both the Highlands East Food Hub and the Cardiff Community Food Bank programs.

#### **Key Responsibilities (condensed)**

##### **Assessment & Planning (~15% of time)**

- Conduct comprehensive assessments of current food operations and client service practices.
- Identify areas for improvement and develop detailed implementation plans for Food Banks Canada Food Operations & Food Safety Standards and Client Service & Care initiatives.
- Collaborate with the Executive Director, board members, and volunteers to align new standards with the organization's mission and capacity.

##### **Implementation & Monitoring (~50% of time)**

- Oversee the rollout of new procedures and practices in food handling, storage, distribution, and client services.
- Train staff and volunteers on new standards and ensure ongoing compliance through regular audits and inspections.
- Develop and implement client feedback mechanisms to continually improve service delivery.
- Maintain thorough documentation and records to track progress and ensure accountability.

##### **Volunteer Management (~25% of time):**

- Coordinate the recruitment, training, scheduling and retention of volunteers to support food bank operations and client service programs.
- Establish Volunteer/Staff Training/Orientation Manual & procedures
- Foster a positive and inclusive environment for volunteers, recognizing their contributions and providing ongoing support.

### **Reporting & Evaluation (~5%)**

- Act as conduit for information, paperwork and stats between food services programs & ED
- Prepare regular reports on program implementation progress, challenges, and outcomes for the Executive Director and Board of Directors.
- Conduct evaluations to assess the success of implementation of new standards and identify further areas for improvement.

### **Other duties (~5% of time)**

### **Key Skills (condensed)**

- Client service
- Teamwork
- Communication
- Leadership
- Problem-solving
- Resiliency

### **Qualifications**

- Diploma or Degree in Community Development, Food Services, Nonprofit Management or a related field
- Experience with volunteer coordination
- Ability to provide a satisfactory Criminal Record Check
- Valid Class G driver's license or access to independent transportation is required
- People with lived experience of poverty/food insecurity are particularly encouraged to apply

### **Hours and Work Environment**

This position is for 16 hours a week. These hours will fall almost exclusively during regular business hours. However, some evening and weekend work may be required.

This position is primarily based at the Highlands East Food Hub and Cardiff Community Food Bank with some opportunities to work from home.

The HE Food Hub at 2249 Loop Rd, Wilberforce includes a loading bay, food storage & small office space. It is a smoke-free building that has limited accessibility.

The Cardiff Food Bank at 2278 Monck Rd, Cardiff is a two-room space at the back of the Cardiff Post Office. It is a smoke-free building that is not accessible.

This position requires supervision of volunteers.

### **Equal Opportunity Employer**

Central Food Network is proud to be an equal opportunity employer and we are committed to providing an inclusive work environment that respects and celebrates diversity. We do not discriminate based on race, ancestry, ethnic origin, citizenship, creed, religion, sex, sexual orientation, gender identity or expression, age, marital or family status, disability or any other characteristic protected by law in Ontario.

### **Application Process**

Applications are being accepted until 5 pm on Tuesday, August 6, 2024.

Please email your cover letter and resume to [tina@centralfoodnetwork.org](mailto:tina@centralfoodnetwork.org). If you are unable to email your application, please call 705-306-0565 to make other arrangements.

Full job description is available at: [www.centralfoodnetwork.org](http://www.centralfoodnetwork.org)

We thank all applicants; only those selected for an interview will be contacted.