



Now hiring!

## Summer Food Program Coordinator

Terms: 30 hours per week (Mon-Fri) for 8 weeks

July 4 to Aug. 26, 2022

The Food Sharing Project is a registered charity that has been providing healthy food to schools for over 35 years. As a partner with Student Nutrition Ontario, The Food Sharing Project packs and delivers over 5 tonnes of food to over 80 schools across KFL&A, every week.

The Food Sharing Project is seeking to hire a *Summer Food Program Coordinator*, who will oversee the operation of a summer food support program for families of students who are in most need for additional healthy food support. The Coordinator will also support other special projects as directed by the Executive Director, as time permits.

### **Tasks related to the summer food support program will include:**

- Liaising with school staff to register families for the program.
- Contacting and registering families directly.
- Managing a master database of delivery information and keeping it up to date.
- Ordering food from suppliers, and assisting with receiving, loading and storing food.
- Counting inventory and rotating stock.
- Receiving donated food items.
- Organizing schedules for volunteers making calls and packing food boxes and contacting volunteers.
- Working in the warehouse building cardboard boxes, packing boxes, moving product around warehouse using pump truck and hand carts.
- Overseeing the volunteer packing of food boxes and troubleshooting issues.
- Generating delivery routes for van delivery drivers.
- Driving delivery van and assisting with door to door deliveries as required.
- Following up with families whose items were undeliverable.

### **Tasks related to other projects may include:**

- Conducting research.
- Preparing surveys.
- Preparing documents and forms; writing reports.
- Generating spreadsheets for analysis.
- Other administrative tasks.

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**Skills and Qualifications:**

- Extremely well organized and able to complete time-bound tasks effectively.
- Strong Excel spreadsheet skills.
- Strong verbal and written communication skills.
- Able to bend, turn, stand and move to load, unload, lift and carry boxes of food and other items up to 20kg (45 lbs).
- Able to drive a delivery van.

**Terms of Employment:**

- 30 hours per week, working Monday to Friday, 8:30am to 3:00pm, with some flexibility.
- Working 8 weeks, from July 4 to August 26, 2022.
- Pay \$17.00 per hour, paid bi-weekly, plus 4% vacation pay, less mandatory deductions.
- A proof of vaccination against COVID-19 (minimum 2 doses) must be provided.
- A satisfactory criminal police check (CPIC) must be provided upon hire.
- Approved safety footwear must be worn in the warehouse, and any other PPE as needed.
- Note: Office and warehouse are not air-conditioned.

**To apply**

Submit your resume plus a one-page cover letter describing why you are the best candidate for this position, **no later than Monday, May 16, 2022.**

Apply by *email only* to:

Andy Mills, Executive Director  
The Food Sharing Project  
[fsp@kingston.net](mailto:fsp@kingston.net)

We thank all applicants, but may only have the capacity to respond to those selected for an interview.

**Interviews will be conducted on Thursday, May 19, 2022.**

The Food Sharing Project is an equal opportunity employer, and will not discriminate on the basis of sex, gender, age, race, religion, ability or any other reason. All qualified candidates are encouraged to apply.