



## Now Hiring:

# Student Nutrition Program Facilitator

**28 hours per week. Tue-Fri, 8am-3:30pm. \$25 per hour.**  
**Sep 2024 to June 2025 (10-month / 38-week contract)**

### Organization

The Food Sharing Project (FSP) is a registered Canadian charity that has been operating for 40 years. FSP provides nutritious food and equipment to 88 schools across KFL&A to support their in-school breakfast, lunch and hearty snack programs. An average of 5 tonnes of food, valued at over \$20,000, is packed and delivered each week, throughout the school year.

### Position Description

The **Student Nutrition Program Facilitator**, under the direction of the Executive Director and following the Ontario Student Nutrition Program Guidelines, is responsible for providing support of day-to-day operations of Student Nutrition Programs (SNPs) in participating schools in Kingston, Frontenac, and Lennox & Addington, so that students are engaged in their learning, experience a sense of belonging, and develop healthy eating habits. The Student Nutrition Program Facilitator will be focused on excellence, with a goal of enhancing access to healthy food for all students. They will ensure SNPs exceed minimum Safe Food Handling standards, and build, support, train and deploy volunteer teams to support school staff in offering a high quality, efficient student nutrition program.

### Key responsibilities:

Maintain supportive relationships with Student Nutrition Program site coordinators and school staff to provide guidance, direction and support:

1. Ensure school staff and school communities have clear understanding of Student Nutrition Programs (10%)
  - a. Provide in-person and online training, and access to resources.
  - b. Prepare communications and messaging to support understanding and awareness of student nutrition programs.
  - c. Make presentations to school staff, parent councils, board wide parent councils, and others to build awareness.
  - d. Encourage and support supplemental fund raising, such as SchoolCash and School-Day online, to support school food programs; encourage partnerships with local businesses and organizations.
2. Ensure quality student nutrition programs are being offered at all participating schools and that nutritious food at school is accessible to all students (30%)
  - a. Provide guidance to school coordinator to ensure programs are delivered in accordance with Ontario's Student Nutrition Program Guidelines (2018 Edition) and the Nutrition Guidelines (2020).

- b. Visit each site to assess program efficiency and effectiveness, and adherence to program guidelines; provide follow up detailing required changes; provide guidance in how to address shortfalls.
  - c. Provide advice on nutrition, meal plans and safe food handling; draw on expertise from Public Health to meet Safe Food Handling requirements
  - d. Collect school menus annually.
  - e. Provide resources, advice, tools to site coordinators to build capacity of coordinators and their school teams, share materials from other SNPs across the province.
  - f. Provide equipment, including appliances and materials according to an established budget; track inventory and monitor/ flag for replacement as equipment ages.
3. Reporting and data management (10%)
  - a. Ensure data reporting is completed and test for accuracy; provide training, tips, tools, and reminders to assist coordinators with accurate and timely data reporting.
  - b. Maintain accurate records using Webtracker database.
  - c. Complete reports as required by Executive Director.
4. Volunteer coordination of in-school volunteers (50%)
  - a. Develop thorough policies, procedures, templates and systems necessary to launch and operate a volunteer program in schools to support SNPs.
  - b. Develop marketing strategies to recruit volunteers.
  - c. Develop training regimens and systems to train volunteers in safe food handling, menu planning, nutrition, food preparation, food service and related tasks.
  - d. In collaboration with the Executive Director, establish timelines for onboarding Volunteer programs in schools.
  - e. Actively recruit volunteers to support school meal programs.
  - f. Provide training for volunteers and facilitate onboarding with site coordinators.
  - g. Schedule, monitor and supervise volunteer activity in schools, trouble shooting as necessary.
  - h. Monitor progress, including volunteer satisfaction, meal types (nutrition), activity, usage and other data to measure impact and improve the program.
  - i. Recognize and thank volunteers and school partners, in both informal and formal ways.
5. Other duties as assigned or directed by the Executive Director

#### **Skills and qualifications required**

- A strong background in nutrition and meal preparation for large groups gained through experience and/or formal education. Experience preparing meals for children and youth is an asset.
- Ability to communicate policies and processes in a respectful, collaborative manner.
- Proven experience training adults and reinforcing change and compliance.
- Successful experience managing non-profit programs, including developing policies, procedures and systems.
- Excellent ability to research and design program activities based on best practices.

- Experience recruiting, training, and supporting volunteers, or similar supervisory and instructing experience.
- Excellent planning, organization and scheduling skills; working with minimal supervision.
- Highly effective communication skills.
- Strong essential office technology skills, such as MS Office software and electronic communication.
- Ability and willingness to travel within the communities served by The Food Sharing Project, including to rural communities.
- Use of personal automobile, valid class G driver's licence, and clean driving record.
- Ability to communicate in French would be an asset.

### **Terms and Conditions**

- Position will start in September 2024 and run until June 2025. There is a possibility of contract renewal in September 2025.
- Rate of pay \$25.00 per hour, plus 4% vacation pay in lieu of paid vacation time; No benefits are offered; Mileage expenses will be reimbursed for approved travel.
- 28 hours per week, based on a 4-day work schedule of Tuesday to Friday, 8:00am to 3:30pm (7 hrs/day). Schedule will be confirmed in consultation with the Executive Director.
- Must provide a satisfactory criminal police information check (CPIC) which includes vulnerable sector screening (VSS).
- Must complete training required as part of orientation, e.g. AODA customer service standards, Health & Safety in the workplace, etc.
- Contribute to a positive, respectful, collaborative working environment.

### **To apply, submit your application by email no later than Monday, August 26 at 4:00pm.**

- Send an email and attach a cover letter, supporting your relevant skills and experience with *specific examples*, along with a copy of your résumé to the attention of:

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

The Food Sharing Project is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact [fsp@foodsharingproject.org](mailto:fsp@foodsharingproject.org).

*We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.*

To learn more about The Food Sharing Project, visit our website at [www.foodsharingproject.org](http://www.foodsharingproject.org)