



Summer Employment Opportunity

Summer Fresh Food Depot Coordinator

Position Description

The Summer Fresh Food Depot Coordinator, under the guidance of the Executive Director, will coordinate the distribution of food boxes to families in Kingston and area over the summer. The coordinator will be responsible for managing the intake of referrals, determining the food required for boxes, recruiting and engaging volunteers to pack and deliver food to community depots, and related tasks.

Eligibility

As this position is partially funded by the *Canada Summer Jobs* program, **applicants must be between 15 and 30 years old**. International students are not eligible.

Organization

The Food Sharing Project (FSP) is a registered Canadian charity that has been operating for almost 40 years. FSP provides nutritious food to 88 schools across KFL&A to support their in-school breakfast, lunch and hearty snack programs. An average of 4 tonnes of food, valued at over \$20,000, is packed and delivered each week, throughout the school year.

Tasks and Responsibilities

- Promote the summer food depot program to school contacts
- Manage the intake of referrals, by email and phone
- Accurately record and sort referral information using spreadsheet
- Recruit and train volunteers to operate depot pick-up sites
- Recruit and train volunteers to pack food boxes
- Determine supplies and food items to be included in the boxes, including working with community partners and businesses for food donations
- Determine depot locations and times, and assign families to depot locations
- Communicate with families about their depot locations and pick up times
- Schedule volunteers for packing and depot deliveries
- Determine quantities, order food items and schedule deliveries to warehouse location
- Receive food when delivered, count inventory, and store food properly
- Troubleshoot issues as they arise, including volunteer scheduling, concerns from family recipients, and issues with suppliers
- Participate in outreach and awareness raising events that promote the organization and the program, including fund-raising events
- Assist the Executive Director or designate with additional tasks as requested

Skills & Experience

- A highly skilled ability to prioritize, while juggling several ongoing tasks
- Excellent planning and organization skills to achieve daily, weekly, and project goals
- Highly proficient office administration skills, especially MS Office and web-based applications. A strong affinity for data management and use of MS Excel is required
- Successful experience coordinating volunteers to achieve tasks
- Knowledge of social media relevant to our purposes, and content creation software, such as Canva
- A highly effective communicator in all formats (in-person, phone, written)
- Mature attitude and experience handling sensitive situations with tact, discretion and good judgement
- Physically able to lift and carry boxes of food, milk crates, and other items, up to 25kg, and to operate regular warehouse equipment, such as pump trucks and dollies
- Physically able to load and drive delivery van, and to unload, transport, and deliver food to neighbourhood depots in a variety of weather conditions and situations
- Excellent driving record. Valid G license
- Approved safety footwear must be worn in warehouse and during deliveries
- Knowledge of nutrition will be considered an asset
- Ability to communicate in French is an asset
- Must contribute to a positive, respectful, collaborative working environment.

Terms and Conditions

- 16-week position, starting May 12, 2025, and ending Aug 29, 2025. There is a possibility of additional weeks before or after, depending on funding and additional tasks.
- 30 hours per week working in FSP office and occasionally off-site (at depot sites, for example).
- Rate of pay \$20.00 per hour, plus 4% vacation pay in lieu of paid vacation time.
- Work schedule is based on 5 days a week for 6 hours per day but is flexible based on the requirements of the organization and will be determined in consultation with Executive Director.
- Work will take place in The Food Sharing Project office, located at 37 Rigney Street, Unit 4, Kingston, Ontario.
- 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.

To apply

Submit a résumé and a one-page cover letter describing how your skills and experience apply to this position, and submit them as one document **by email only** to the address below, by **Friday, March 7, 2025, at 4:00pm**:

Andy Mills
Executive Director
The Food Sharing Project
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. We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.

To learn more about us, visit our website at www.foodsharingproject.org