



## **Job opportunity**

# **SCHOOL FOOD HUB LEAD**

### **January to June 2026**

#### **Position Summary**

The Food Sharing Project is seeking an enthusiastic, motivated **School Food Hub Lead** to coordinate meal production at our new high school based kitchen hub located at Regiopolis Notre-Dame Catholic High School, 130 Russell Street, Kingston, Ontario.

This position is part of the *Lunch is Ready!* program, which prepares simple, nutritious meals for students at the host high school and other nearby schools. Reporting to and working closely with the Senior Food Hub Lead, the School Food Hub Lead will ensure that meals are prepared safely, efficiently, and in alignment with the program's goals of improving students' access to nutritious food and reducing food insecurity.

#### **Key Responsibilities**

##### **Kitchen Operations & Food Preparation**

- Lead the daily preparation of healthy, appealing meals following approved menus and recipes.
- Maintain high standards of food safety, sanitation, and organization in compliance with Public Health, WHMIS, and Safe Food Handling requirements.
- Oversee portioning, packaging, labeling, and safe storage of meals for delivery to multiple schools.
- Maintain accurate logs of meals prepared, distributed, and received by each school.

##### **Supervision & Collaboration**

- Supervise, train and support kitchen volunteers, student placements, and youth participants in a respectful, encouraging, and educational manner.
- Work collaboratively with the Senior Food Hub Lead to ensure that all meals served through the hub are tracked and reported accurately.
- Work collaboratively with Regiopolis-Notre Dame CHS staff and students as opportunities arise.
- Foster a positive, inclusive, and team-oriented kitchen environment.

##### **Administrative & Reporting Duties**

- Collaborate with the Senior Food Hub Lead to plan menus, order ingredients (as required), and monitor inventory.
- Complete daily and weekly reporting forms to record meals produced, volunteers engaged, and classroom involvement.
- Communicate regularly with the Senior Food Hub Lead regarding kitchen needs, challenges, and successes.
- Collaborate with Senior Food Hub Lead to schedule delivery logistics.

##### **Other Duties**

- Assist in training new volunteers or staff as the program expands.
- Participate in occasional meetings or training courses as directed.
- Other duties as assigned within the scope of the position.

### Skills & Qualifications

- 1–3 years of experience in large-scale food preparation, catering, or institutional kitchen settings.
- Demonstrated experience supervising or coordinating others (volunteers, youth, or staff).
- Safe Food Handler Certification (required). WHMIS and First Aid certifications are assets.
- Strong organizational, communication, and teamwork skills.
- Ability to lift 50lbs and stand for extended periods.
- Respectful, encouraging approach to working with youth and volunteers.
- Commitment to food security, nutrition, and community well-being.

### Terms of Employment

- Contract Term: early January 2026 to June 19, 2026 (excluding Spring Break March 16–20, 2026). The position is intended to resume in September 2026.
- Schedule: Monday–Friday, 7:30am–3:00pm (35 hours per week).
- Location: Regiopolis Notre-Dame Catholic High School, with potential for occasional work at other hubs.
- Compensation: \$28/hour, plus banked vacation pay of 4%
- Eligible for Health and Dental Benefits
- The successful candidate will provide satisfactory Vulnerable Sector Screening and complete required workplace training (AODA, Health & Safety).

### To apply

- Send a **one-page cover letter** explaining how you are the right person for this job, providing specific and relevant examples.
- Send a **résumé** describing your relevant education, training, employment and volunteer experience as it pertains to this position.
- Submit both documents **by email only**, to this address: [info@foodsharingproject.org](mailto:info@foodsharingproject.org). Please indicate “School Food Hub Lead” in the email subject line.
- Submit your application by **Monday, December 22, 2025, at 4:00pm**. Interviews will take place the week of **January 5-9, 2026**.

The Food Sharing Project is an equal opportunity employer and will not discriminate based on 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 [info@foodsharingproject.org](mailto:info@foodsharingproject.org).

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