



## **COORDINATOR OF FOOD PROGRAMS** **Continuing, Full-Time**

The Coordinator of Food Programs will support the implementation of the Feeding Futures School Food Program and will work with schools and community partners to make sure that all students are fed and ready to learn by focusing on students who are facing food insecurity. The Coordinator of Food Programs supports the Secretary Treasurer in developing and coordinating programs and services that support the immediate need of feeding hungry students in a stigma and barrier-free manner at all school sites in Chilliwack School District.

### **THE COMMUNITY AND SCHOOL DISTRICT**

Chilliwack is situated in the beautiful Upper Fraser Valley, just 90 minutes from Vancouver on the on the Stó:lò unceded traditional territory of the Pilalt, Sema:th and Ts'elxwéyeqw tribes. Chilliwack is a thriving and growing community of 90,000. The school district is well known for its dedication to quality educational programs, its effective collaboration with community, parents, students, and employee groups. Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose. The district has approximately 14,000 students with approximately 2,000 employees, and an operating budget of \$180 million.

### **THE POSITION**

The Coordinator of Food Programs will be responsible for the following:

- Work cooperatively with a broad section of the community including government departments, nonprofits, public and private organizations.
- Work cooperatively with schools and district partner groups including indigenous communities, parents, and childcare groups.
- Using the current model and partners as a basis, develop an action plan for the district's school food program describing type of food, regularity, students fed, sources of food, team for service delivery.
- Identify needs outside of school hours including potential emergency needs and develop plans for possible food delivery.
- Manage the food program, including partnerships, grant applications, contracting, reporting etc.
- Oversee program delivery throughout the district including identifying need, communications to schools, families, and students, and manage food delivery infrastructure.
- Work with school-based staff to coordinate food delivery including Child & Youth Care Workers, Education Assistants, Teachers and Principals.
- Coordinate nonprofits, volunteers, school administrators, and school staff on delivering food to students. High school programs might require coordination with school teaching staff who are engaged in culinary program and cafeteria.
- Identify, recommend, and co-develop action plans regarding potential partnership opportunities to support Food programs using nutritious and BC grown/produced food where possible.
- Coordinate the menu and evaluate the nutritional content of meals provided.
- Attend various community committee meetings (as requested) as a representative of the School District to identify relevant and practical ways the district can participate.
- Identify options and opportunities for project funding sources or donations.
- Manage and oversee food safety including any coordination or collaboration with BC Food Safe to train staff or volunteers or obtain licenses or permits for services on school District grounds.
- Maintain and update Inventory or listing of assets on an on-going basis.
- Maintaining and prepare reporting on requested by the School District and the Ministry of Education and Childcare.
- Demonstrate an understanding of community data regarding food security.



**Chilliwack  
School District**

**Partners in Learning!**

- Liaise with District Facilities Department on facilities and equipment to ensure that Health Permits and Licenses are in place and staff have appropriate certificates, where required.

## **THE APPLICANT**

Preference will be given to applicants who possess:

- Experience in food services, processing, or agriculture.
- Experience in managing a program comparable in scale and level of coordination.
- Strong organizational skills.
- Ability and disposition to influence and work collaboratively with multiple stakeholders, all levels of school and district leadership and community partners in support of the mutual goal of supporting student needs and partnerships.
- Ability to manage relationships with client families and stakeholders, demonstrating empathy, maturity, and patience.
- Strong interpersonal and communication skills.
- Experience managing the budgetary responsibilities required for food programs.
- Extensive experience with Microsoft Office Suite, standard business software applications and basic visual design programs (such as Canva or InDesign).

Interested candidates must submit their application complete with resume, documentation supporting credentials and three professional references with permission to contact each in confidence. Application packages must be received by **12:00 noon, July 6, 2023**. Interested applicants must apply electronically through [www.makeafuture.ca/chilliwack](http://www.makeafuture.ca/chilliwack) to: **Rachael Green, Assistant Director of Human Resources, School District No. 33 (Chilliwack), 8430 Cessna Drive, Chilliwack, B.C. V2P 7K4, Phone: 604-792-1321**