

Food Program Coordinator Job Posting – Fixed One Year Parental Leave Contract

Job Title: Food Program Coordinator

Departments: Food Store, Food Warehouse

Reports to: Food Program Manager

The Grimsby Benevolent Fund (GBF) Community Services is a not-for-profit social enterprise located in Grimsby Ontario. Our mission is to meet our clients' basic needs and promote wellness throughout our community, while providing a safe and rewarding environment for our board, staff and volunteers. We expect all of our employees to be committed to achieving our mission.

Position Overview

The Food Program is GBF's longest running program and is fundamental to the wellness of our clients. Food security continues to be a strategic pillar for our vision, i.e., to enable our clients and our community to be well. Therefore, the Food Program Coordinator will continually strive to grow and improve our Food Program to meet the needs of our community.

In general, the role of the Food Program Coordinator is to lead and be accountable for planning, managing and evaluating the operations of the Food Shopping Room, Food Warehouse, and all food related activities. The Coordinator works closely with the Food Programs Manager, volunteers, and the general public.

As needed, the Food Program Coordinator will implement the intake process of clients on a daily basis. In the absence of the Director, the Coordinator will temporarily be responsible for Wellness Programs, under the supervision of the CEO.

Essential Responsibilities

Food Program Operations

- Manage the day-to-day operations of the Food Bank Warehouse and Food Shopping Room.
- Plan, coordinate and manage the on-going operations of food related programs and initiatives:
 - Monthly meal programs.
 - Kid Snack program, with all supplies and literature on a monthly basis.
 - Holiday Hamper initiatives, including food and product collection and packaging.
 - Food drives within GBF's catchment area.
- Ensure food services are delivered in an appropriate, high quality manner and in compliance with pre-established policies, procedures and guidelines.
 - Enforce, implement and document ongoing warehouse safety procedures, and conduct regular warehouse inspections.



- Ensure that workplace Health & Safety requirements are met and take responsibility for the security of the building.
- Continually seeks ways to improve effectiveness, efficiency, productivity and profitability within the Food program.

Food Program Management

- Participate in Food Program impact goal development, target setting, and implementation of objectives as per the Business Plan.
- Ensure all Food Program goals, targets and milestones are completed on time and within budget.
- Conduct data analysis and reporting as required, including provision of monthly Food Program reports to the Food Program Manager.
- Recruit, train and coordinate Food Bank volunteers to ensure adequate resourcing of Food Store and Warehouse operations.
- Develop the monthly volunteer schedule for the Food Program.
- Provide a positive leadership role model for all employees and volunteers.
- Ensure volunteer birthdays, sympathy cards etc. are distributed monthly.
- Liaise between grocery store representatives and food donors.
- Ensure all food supplies are purchased and or secured on a weekly and monthly basis.
- Oversee recording of all in-coming donations and weight of food products.
- Prepare the monthly statistical report for food donations and drives.
- Ensure Workplace Health & Safety requirements are met, and documentation is filed.

Additional Requirements

- Participate in relevant professional organizations as a representative of the company.
- Engage in ongoing training to attain advanced skills in the application of Microsoft Office, and other applications as required.
- Maintain housekeeping of the food warehouse and surrounding area internally.
- Be able to regularly lift and/or move objects up to 20 pounds, frequently lift and or move objects up to 50 pounds, and occasionally lift and or move objects that weigh more than 100 pounds.
- Work one Saturday per month, as suitable, and agreed to by the Director of Programs.

Role Expectations:

- Demonstrate a high level of professionalism and integrity, promoting GBF Community Services' community spirit and mission.



- Work effectively with a diverse group of individuals, including volunteers and GBF clients – either independently with minimal supervision, or applying a collaborative team approach.
- Display a positive attitude, work hard, and take the initiative to continually improve GBF's level of service.
- Demonstrate excellent time management skills in a fast paced, dynamic environment.
- While prioritizing and/or multi-tasking, pay attention to detail and accuracy.
- Maintain strong, professional, interpersonal verbal and written communication at all times.
- Adhere to all GBF policies and procedures and ensure that others do the same.
- Promote and foster an environment in which proactive thinking and creativity are encouraged and rewarded.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Additional Information:

This is a one-year fixed Parental Leave Contract. Must be able to work Monday to Friday 9:00am – 5:00pm and after hour coverage as required for special events. Qualified individuals are invited to apply in confidence with a resume, cover letter and salary expectation to:

Stacy Elia, Chief Executive Officer, GBF Community Services
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Grimbsby, ON L3M 4G3 Email: Stacy@gbfgrimsby.com

