



JOB POSTING * RE-POST**

Title:	Food Bank Coordinator
Reports to:	Band Administrator
Terms:	26 weeks – Part-time (HAAMB Funded)
Hours:	20hr/week – First month will require additional hours until program is fully established
Salary:	\$14.00/hr
Location:	Saugeen First Nation Band Administration Building

Position Summary:

The Food Bank Coordinator will manage the community food bank for Saugeen First Nation #29 and will secure non-perishable and fresh foods for the diverse dietary needs of the community. The Food Bank Coordinator will be responsible for maintaining proper food storage, the inventory of food and supplies, and ensuring a clean and safe work environment. The Food Bank Coordinator will be familiar with and will practice the principles of family and community support in all interactions on behalf of the organization.

Duties and Responsibilities:

- Responsible for co-ordinating the development, implementation, and all operations of the community food bank, including the preparation of an annual work plan
- Seek partnerships with Ontario Association of Food Banks, neighbouring community food banks, etc.
- Pursue and maintain relationships with current and new vendors, donors and suppliers
- Seek grants and other available funding for the community food bank program
- Responsible for developing a healthy food program/awareness within community
- Provide training to volunteers assisting with packaging and distributing foods and supplies
- Coordination of volunteers in all areas of food bank operations, including an Oath of Confidentiality and awareness of the Privacy Act
- Responsible for the acquisition of food/supplies, storage, and distribution including the evaluation of inventory and processing orders on days of operation
- Conduct regular cost comparison of foods/products and maintain an updated reference sheet for such costs
- Receive deliveries and the coordination of donation pick-ups
- Manage stock rotation, processing, and preparation of foods and supplies
- Delivering/arranging pick up of foods and supplies to homebound clients
- Monitor and report inventory to ensure inventory levels are maintained at acceptable levels
- Facilitate efficient and appropriate distribution of food to clients
- Facilitate ongoing cleaning and maintenance of food bank facilities
- Ensure necessary documentation and reporting is completed in a timely manner
- Respond appropriately to dietary special needs presented by clients (e.g. walk-ins, conflicts, etc.)
- Assist with Community Food Bank Policies and update as required

Qualifications:

- Relevant education and experience an asset
- Basic understanding of the Anishinaabemowin language an asset
- Safe Food Handlers certificate, or willingness to obtain
- First Aid/CPR, or willingness to obtain

- Valid Ontario 'G' driver's license with current automobile insurance required
- General proficiency with the Internet and MS Office, including Word, Excel, Outlook, etc.
- Excellent interpersonal communication skills and ability to work as a team player to effectively interact with community members, clients, volunteers, staff, and suppliers/donors/vendors, etc.
- Exceptional organizational and time-management skills and ability to meet strict deadlines
- Self-motivated and the ability to work with minimal supervision
- Demonstrate a working understanding of diabetes, nutrition and lifestyle issues facing First Nations communities
- Problem solving skills
- Awareness, sensitivity and ability to work effectively within a First Nations community, as well as surrounding areas an asset
- Knowledge of First Nation and Aboriginal culture an asset

Applications MUST include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday November 17, 2017 @ 4:00 p.m.
(*NO late applications accepted*)**

Only qualified applicants will be contacted for an interview

**Successful candidate will require a current
Criminal Reference Check including Vulnerable Sector Screen**

Qualified Band Membership are encouraged to apply.

**PRIOR TO EMPLOYMENT A COMMON ASSESSMENT
WILL BE COMPLETED WITH HAAMB EMPLOYMENT COUNSELLOR**

**** ELIGIBILITY MUST BE MET IN ORDER TO HOLD THIS FUNDED POSITION ****

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224
By Fax: (519) 797-3458
By E-Mail: employment@saugeenfirstnation.ca
By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0