



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

JOB DESCRIPTION

TITLE: Project Officer – Food Center
POSITION TYPE: Full-time
SUPERVISOR: Coordinator Poverty Reduction – Food Center
APROVED BY: Executive Director
START DATE: April 01, 2019
WORK HOURS: 35 hours per week

SUMMARY OF FUNCTIONS

The Project Officer - Food Center supports the day to day operations of the Good Food Box Program, Community Meals, Collective Kitchen and Community Garden. The Project officer is a member of an interdisciplinary group of staff working on poverty reduction with a special focus on food security initiatives.

The **GFB** program provides low cost fruits and vegetables to local sites across the city. The **Project Officer – Food Center** is responsible for all central operations of the program including administrative tasks, produce purchasing, site communications, and financial responsibilities, working with community, and supporting packing day volunteers and site coordinators.

Collective Kitchen program brings participants together to share recipes and cooking knowledge, while preparing nutritious and inexpensive meals. The goal is to increase participants' skills in healthy eating and access to healthy food as well as reducing social isolation. The project officer in collaboration with volunteers plan for and oversee the delivery of the collective kitchen sessions.

Community Gardens program gives its participants the opportunity to increase their gardening knowledge with free information sessions offered in May, June, July, August and September. The project officer supports this volunteer-led initiative.

FUNCTIONS AND DUTIES

A - GFB

Tasks

- Set up and maintenance of systems for distribution of produce from our in warehouse.
- Development and implementation of effective processes for the long term efficient running of the Good Food Box including delivery processes, ordering, contact with clients, answering phone calls and emails, receiving payments.

- Helps Integrate GFB operations with MarketMobile (orders, deliveries, media, social aspects)
- Maintenance of accurate records.
- Planning and supervision of packing day.
- Orientation, training and supervision of packing day volunteers and site coordinators.
- Coordination and supervision of the driver, assistants, volunteers and warehouse space.
- Regular communication with the Poverty Reduction Coordinator.
- Administrative support for steering committee meetings.
- Production of timely reports to Poverty Reduction Coordinator and the steering committee
- GFB supervision: process orders, receive and distribute food boxes

Produce Purchasing

- Establishment and maintenance of positive relationships with suppliers.
- Ordering of all produce and returns as necessary.
- Responsibility for creating a box mix.
- Ensuring competitive pricing.

Marketing and Public Relations

- Creation and distribution of brochures and marketing materials
- Giving presentations to community groups.
- Recruitment of new sites.
- Responding to community inquiries.
- Building and maintaining relationships with partners and appropriate resources in the community

Financial Responsibilities

- Maintaining proper overall margin.
- Balancing wholesale invoices.
- Overseeing financial accuracy of produce ordered and received.
- Credit and debit notes.
- Record keeping and analysis of sales.
- Receiving payments from sites and ensuring their deposit. Including the CCHC site.
- Financial management and administration – assists the manager of CHP/EY to develop program budgets; approves routine expenditures within the approved program operating budget.

Management of Good Food Box Sites

- Liaison with site coordinators.
- Information and support to the establishment of new sites.
- Creation of monthly (or bimonthly) customer newsletter

B – Collective Kitchen

Tasks

- Support the implementation of a collective Kitchen initiative in collaboration with other program staff, volunteers and clients

C – Community Gardens

Tasks

- Support the development and implementation of community gardens
- Support the recruitment, training and scheduling of gardening shifts for volunteers when needed

Skills Building Activities

- Raise Clients awareness of healthy food issues
- Develop and deliver in collaboration with other program staff and partners, activities, workshops and info sessions about healthy eating and safe food handling

Teamwork

- Cooperate with other team members of the Centre.
- Play an active role in meetings, professional development activities, staffing issues, and all other Centre activities.
- Share program client requirements as well as program guidelines and objectives with the team.
- Cooperate in the replacement of and support for activities of other programs to ensure service delivery.

Other Administrative Functions

- Prepare and maintain currency of client files.
- Provide Program statistics and reports.
- Participate in the hiring, orientation, and supervision of volunteers, contract workers and interns responsible for program-related projects.
- Monitor expenses related to supporting customer service
- Collaborate on program-related grant applications.
- Perform other program-related functions as requested by the Manager

EDUCATION:

- Post-secondary education in community economic development, food security, business administration or equivalent combination of training and experience.

PROFESSIONAL EXPERIENCE:

- Experience negotiating and purchasing for an organization.
- Experience planning and implementing publicity and promotions for a program or organization.
- Experience in recruitment, training and supervision of volunteers.
- Experience in business and financial management.
- Experience working with community organizations.
- Experience in cooking
- Experience in gardening

Other Skills

- Excellent ability to establish interpersonal relationships.
- Effective knowledge and use of community resources in the region.
- Excellent organizational ability.
- Ability to work with volunteers.
- Egalitarian outlook and non-judgmental attitude (e.g., gender, culture, race, sexual orientation, etc.).
- Sensitivity to the needs of the clients.
- Detailed knowledge of poverty-related issues.
- Ability to work effectively as part of a multidisciplinary team.
- Available to work according to a variable timetable and work evenings on a regular basis.

Please send a cover letter and resume to RH-HR@crcrr.org by March 29th 2019 11:59 p.m. We thank all applicants for their interest in the position, but we will only contact those selected for an interview.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), we invite you to contact our Human Resources department at RH-HR@crcrr.org to enable us to make arrangements appropriate if you need accommodations at any stage of the process.