



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Food Bank Coordinator

Department: Social Services
Program: Food Bank
Reports To: Social Services Supervisor
Term of Employment: Full Time Permanent
Hours of Work: 30 hours per week
Level: Level 5 \$27.75 - \$34.50

JOB PURPOSE

The Food Bank Coordinator is responsible for the overall operations of the Nawash Food Bank. This position works closely with the Salvation Army while reporting to the Social Services Supervisor to ensure the Food Bank is functioning effectively and efficiently.

KEY DUTIES AND ACCOUNTABILITIES

Delivering food bank services to the Nawash Community

- Ordering and maintaining food supplies for coolers and pantries
- Maintaining food bank stock, cleanliness, and organization of food bank areas
- Organize luncheons and special events for food bank (ie. soup kitchen)
- Picking up food supplies from different locations

Provide Information and Support Services

- Assist Clients in obtaining assistance through referrals to other Programs that may be able to assist if mental, physical, spiritual or emotional barriers identified
- Establish and maintain confidentiality in all matters pertaining to the food bank
- Determine the need/eligibility of Applicants for food bank and when eligible; determine the amount and frequency of issues and authorize issues

Supervisory Responsibilities

- Develop in collaboration with Supervisor Food Bank Policies and Procedures and ensure that it is revised regularly
- Stay Informed regarding funding changes and needs for the food bank
- Develop and prepare budget and workplan
- Monitor Employee attendance, performance, and training plans and assist in hiring and training of
- Responsible for obtaining and managing Volunteers including recruitment, selection, orientation, training and evaluation

Provide ongoing coaching and guidance to Employees and Volunteers

Maintain Financial Records and Prepare Financial Reports

- Ensure funds are recorded and tracked at regular intervals
- Ensure the proper preparation of reports showing expenditures, commitments and balances for each month
- Review monthly expenditures provided by the Finance Department and discuss and discrepancies with appropriate staff
- Research and apply for grants to access needed resources
- Assist with funding and reporting requirements
- Develop and execute fundraising initiatives

Additional Duties

- Submit reports and recommendations to Social Services Supervisor, Council and/ or Committee related to the Program as required
- Liaise with Salvation Army, grocery store, private agencies in the field of social welfare whose programs may be of value to Food Bank Clients
- Attend conferences, workshops, training sessions as required to keep skills updated or as assigned by Supervisor
- Provide emergency services to the whole Nawash Community
- Ensure that Food Bank facility is in compliance with all food safety standards
- Other duties as assigned

REQUIREMENTS

Education and Experience:

- Ontario Secondary School Diploma (or equivalent) and one (1) year recent working experience supervisory role
- Recent work experience with accounting functions (ie. calculating/balancing/maintaining accurate monthly financial reports)
- Experience working with the vulnerable sector
- Experience in coordinating and managing Volunteers would be considered an asset

Knowledge, Skills & Abilities:

- Knowledge of food bank operations or similar setting
- Ability to manage and monitor the development of projects
- Financially literate to interpret statistical, financial data and create maintain budgets
- Competent with document/spreadsheet applications, e-mail, the internet and social media platforms
- Understanding of how various office equipment (phones, printer/copy/scan/fax, etc.) work and ability to troubleshoot
- Ability to work independently and unsupervised
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

Designations, Licences & Requirements:

- Ontario Class G Driver's Licence and access to reliable transportation
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Safe Food Handling certification
- CPR First Aid
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview

PROBLEM SOLVING & COMMUNICATION

- Excellent verbal, written and non-verbal communication and customer service skills
- Ability to build and maintain relationships with Clients, Committees, other Departments/Programs, and outside organizations and stakeholders
- Ability to communicate in native language or incorporate language to best of ability into services
- Understanding the importance of confidentiality, discretion and tact
- Ability to interpret policies and procedures for solving problems or ability to use sound judgement
- Conflict resolution skills for handling difficult situations or individuals

DECISION MAKING & IMPACT

- Follow policies and procedures when making decisions
- Impartial; sound judgement
- Not fulfilling duties can cause lack of food/services, funds, and impact on health of safety of self and others

SAFETY RESPONSIBILITIES

- Ensure reporting employees are aware of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure reporting employees use prescribed protective equipment and/or devices
- Advise reporting employees of potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of reporting employees

STAFF REPORTS

- Food Bank Support Worker
- Volunteers
- May be required to show others how to perform tasks

WORKING CONDITIONS

- **Physical Demand** - Long periods of sitting, standing, walking, twisting and bending and ability to lift up to 25 pounds. Simple grasping and hand manipulation, as well as, reaching above and below shoulder level.
- **Environment** - Mainly an indoor environment with some exposure to outside during travel and events. Exposure to hazardous material (cleaning supplies).
- **Mental Effort** – Quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date