



## **SUMMER LUNCH MUNCH PROGRAM ASSISTANT**

This position is being funded under the Canada Summer Jobs (CSJ) initiative. Summer Lunch Munch's goal is to address the issue of food insecurity for children in our region through food procurement and summer food programs. The primary role of this position will be in coordinating and providing the summer lunch munch program and the summer daycamp. They may also participate in the BC Farmers Market Nutrition Coupon program. Students will assist in preparing and distributing healthy lunches to children in need at parks and other locations. Ensure food prep is done in a foodsafe manner. Clean food prep area daily and store food appropriately. Assist with record keeping such as # meals, food items and amounts used, and # of children accessing the program. They will teach a variety of food skills, including nutrition, food safety, cooking skills and clean up, and about local sustainable food choices.

**Job Title:**

Summer Kitchen Program Assistant

**Dates:**

June 12 – August 25, 2017

**Hourly Wage:**

\$14.00 / hour based on 40 hours/week

**Application Deadline:**

May 28, 2017

**Duties and Responsibilities:**

- Assist in developing the Summer Lunch Munch Program strategy
- Responsible for preparing and distributing lunches to designated parks daily
- Clean the food preparation area daily, and store food appropriately
- Responsible for all ordering, shopping and inventory
- Responsible for waste and usage of food
- Ability to work within pre-determined budgets
- Supervise volunteers
- Assist in fundraising
- Assist in promoting the program within the local media
- Assist with fundraising events or special events for the Summer Lunch Munch program (may involve occasional weekend or evening availability)
- Assist with BC Farmers Market Nutrition Coupon Program
- Assist with other Foodshare activities as needed

**Required Skills and Abilities:**

- Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act.
- Must be between 15 and 30 years of age
- Have to be registered as a full time student in previous academic year and intend to return to school on a full time basis in the next academic year.
- Be students in a secondary, post-secondary, vocational or technical program, but not attending full-time classes during job placement.

- Food related skills an asset
- Foodsafe certificate
- Valid Drivers license
- First Aid and CPR an asset
- Ability to input information into various computer programs such as Word and Excel
- Ability to take direction and follow through with instructions
- Ability to work well as a team
- Sensitivity to issues of hunger and poverty with a good understanding of food security
- Basic knowledge of nutrition
- Responsible, punctual, good organizational and time management skills
- Willingness to be available for media opportunities to promote the program
- Ability to be creative in planning fundraising events
- Background in related field of study including: Culinary Arts, Nutrition, Dietetics, Nursing, Community Development, Social Work, Child and Youth Care, Early Childhood Education.

#### **Application Procedure:**

Please send a cover letter and resume to Nanaimo Foodshare Society, 271 Pine St. Nanaimo, BC V9R 2B7, and attention: Jen Cody. Resumes can also be email to: [foodshareadmin@shaw.ca](mailto:foodshareadmin@shaw.ca) or Faxed: 250-753-9335