



Community Meal Coordinator, Full-time-Permanent

The North Grove strives for a staff composition that is diverse and reflective of the community of Dartmouth North. Individuals who identify as Indigenous, African Nova Scotian, Black and/or from other racially visible backgrounds or another group that is underrepresented in workplaces, are encouraged to apply and self identify.

About The North Grove

The North Grove (www.thenorthgrove.ca) is a dynamic community hub, situated in the Dartmouth North community. Our Family and Community Food Centre offer programs, services and space for people to learn and connect through family support, food, and friendship.

Our approach is rooted in strengths-based practice. This practice sees all members of our community as having resourceful and resilient qualities and strives to support individual's self-determination. We seek applicants who share our commitment to working within this model.

Community Meal Coordinator

The North Grove is looking for a Community Meal Coordinator who is excited to help create better access to good food in the community. The North Grove's meal program plays a key role in bringing community together and in providing dignified access to delicious, nourishing meals and snacks. The Community Meal Coordinator is mainly responsible for cooking approximately 500+ meals per week and mentoring community member volunteers to support meal prep. This program is well integrated with all Centre programs and requires consistent collaboration and teamwork.

Hours: Mostly days Monday-Friday, one evening per week, other occasional evenings and weekends as required ***evening and weekend programming not currently running due to COVID*

What you will do:

- Lead the cooking of large batch affordable and nutritious meals during weekly community meal programs (normally 3+ large meal programs each week; COVID response meals are cooked over two days each week); all meals are made from scratch
- Co-create and follow a menu plan that is determined to be the most appropriate for the community, e.g. child friendly, culturally appropriate, dietary restrictions, etc.
- Prepare snacks and meals for other programs as needed

- Work as a mentor/supporter of volunteers in the meal program
- Coordinate kitchen inventory, ordering, and shopping
- Maintain kitchen, cleanliness, order, and equipment maintenance schedule
- Carry out and/or oversee daily kitchen, dish room, pantry cleaning and COVID sanitation
- Work closely with other staff to ensure the meal program is well integrated, e.g. use produce grown on the farm, create snacks for baby playgroups, consider nutritional requirements of pregnant mothers, etc.
- Fill in and support other programs as needed
- Supervise and mentor staff and/or students doing placements
- Participate in broader activities that support the organization as needed: Centre tours, program evaluation, videos, fundraising, partnership development, communications, social media, special events, etc.

What you will bring:

- A positive, engaging and solutions focused attitude to the work
- A strong desire to work in a community setting with those experiencing the impacts of poverty
- 2+ years of recent cooking experience in a commercial setting is required
- A solid understanding of how to cook large batch meals that are delicious, healthy, and economical (100-250 meals at a time)
- A solid understanding of safe food handling and safe food storage is a must; Advanced Safe Food Handling certificate is required
- Experience in basic kitchen management including tracking inventory, food ordering, equipment maintenance/scheduling maintenance, sanitation
- Ability to work effectively with other staff and programs to plan the best meal program for the community
- The ability to do heavy lifting up to 50lbs and to stand for long periods of time is required
- A warm and supportive manner when leading volunteers and/or other staff in meal preparation is a must
- Ability to interact positively within our diverse community showing sensitivity to those who experience poverty/discrimination/mental health challenges and addictions is a must
- First Aid certified (or willing to obtain)
- Experience supervising staff is considered an asset
- Understanding of or experience with community or non-profit work is considered an asset
- Driver's license and vehicle access for occasional shopping is considered an asset

Compensation: salary \$40,000 - \$43,000 annually

Competitive benefits package with immediate medical and dental coverage.

4 % Employer RRSP contribution after the successful completion of a 6 month probation

To apply, please send a cover letter and resume by email to Deborah Dickey ddickey@thenorthgrove.ca under the subject line: **Application for Community Meal Coordinator**.

Applications due: May 20, 2022 Due to COVID restrictions we cannot take resumes on site/at the door.
Thanks for your understanding.