



the stop
community food centre

Job Posting: Community Services Coordinator **(Permanent full-time position, 37.5 hours/ week)**

ABOUT THE STOP:

The Stop began over 35 years ago as one of North America's first food banks and it has grown into a vibrant community food centre using food as a tool to connect with community in addressing poverty, social isolation and health in one of Toronto's lowest-income neighbourhoods. The Stop's mission is to increase access to healthy food in a manner that maintains dignity, builds community and address inequality and social justice.

THE OPPORTUNITY:

Reporting to the Community Service Team Lead, the Community Service Coordinator is responsible for the day-to-day operations of The Stop's Food Bank and Good Food Market. The successful candidate will work in collaboration with a team of staff, volunteers and partners, engaging program participants, providing support in a safe and healthy environment that is respectful and dignified. This position requires experience working in a challenging environment, handling high volume of participants with multiple demands, de-escalating conflict, managing and intervening during crisis. The Coordinator will ensure that service delivery is guided by The Stop's policies and procedures i.e. Anti-Discrimination/Anti-Harassment and Healthy Food Philosophy and it reflects the mission, vision and values of organization.

KEY DUTIES & RESPONSIBILITIES:

- Coordinate Food Bank, intake desk and administration of food bank member files.
- Coordination of the Good Food Market
- Supervise up to 50 volunteers; provide orientation, training, support and feedback.
- Maintain daily records, program logs, inventory checks, organization, etc.
- Place weekly food orders with Daily Bread, Food share and other partners for the food bank, Good Food Market and other programs as needed.
- Make sure invoices are accurate and balanced. Enter information accurately on excel spreadsheet and link to feed.
- Tracks, analyses, and keeps statistics and other data management related to the food bank / Good Food Market.
- Prepares year-end program reports.
- Ensure the purchases of food supplies are within the budget and monitor spending.
- Support program participants in foodbank, Good Food Market and the Drop-in, provide referrals and information on community resources and responds to queries as required.
- Makes appropriate referrals and linkages based on a strong knowledge of internal/external programs and services that are available to community members.
- Work with Staff team managing and intervening when crisis arise.
- Ensure programming reflects The Stop's policies and procedures (e.g. Healthy Food Philosophy and respect policies).

QUALIFICATIONS & SKILLS:

- Must have a minimum of 2 years frontline work experience in a social service environment.
- B.A, or diploma within the social services field i.e. social work, social service worker, community worker.
- Excellent crisis intervention, prevention and de-escalation skills, conflict resolution skills.
- Ability to make quick decision, ability to problem solve is required.
- Previous experience working with people who are homeless, dealing with addiction, poverty and mental illness.
- Certification in crisis intervention, safe food handling and first aid certification is required.
- Experience with food preparation, knowledge of safe food handling practices.
- Ability to work in a fast paced demanding environment.
- Ability to lift up to 50 pounds.
- Commitment to food security, social justice and Knowledge of social services and community resources.
- Excellent computer skills, including Microsoft Office Suite in particular, Word and Excel.
- Excellent customer service skills, working with diverse and marginalized communities from an anti-racist / anti-oppressive framework.

Hours: 37.5 hours/week

Salary: \$40,000 - \$45,000 annually + generous benefits package

Start date: immediately.

Please include a cover letter and resume to the attention of Hiring Committee – Community Services Coordinator. **Applications are accepted through the [Charity Village website](#) only.**

Applications must be received by Friday, May 18, 2018.

No faxes, emails or phone calls please. Interviews will be conducted the week of May 28, 2018.

The Stop Community Food Centre is committed to Employment Equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted.