



JOB DESCRIPTION

TITLE: Assistant Manager, Food Centre

SUMMARY: Under the leadership, direction and guidance of the Food Centre Manager or designate(s), the Assistant Manager (AM) is responsible for assisting in supervising and organizing the operation of the food centre. This includes the implementation of all aspects of employee structures and processes, developing the food centre program, creating food security strategies while ensuring all health regulations and funding agreements are being adhered to.

As part of the Administrative team, an important part of the AM's responsibilities are to actively contribute to and accomplish the mission, vision, and values of the Society in supporting families, children and individuals.

Employees and volunteers of the Lakes District Family Enhancement Society, in particular its leaders, are expected to help maintain the organization's positive culture. Therefore, a key aspect to all leadership positions is working cooperatively and collaboratively with the Board of Directors, the Administrative Team, and a variety of individuals in a caring, approachable, non-judgemental manner that encourages others to feel comfortable and respected.

RESPONSIBILITIES:

Leadership and Supervision

- Report regularly to the FCM/designate(s) and when requested to the Executive Director regarding the efficacy of the Society's food security programs and, in conjunction with the FCM, collaborate with the ED and the Admin Team regarding the Society's service improvement initiatives
- Assist the FCM with the day-to-day supervision and direction of all Food Centre related initiatives, systems, staff, and volunteers
- Consult with the FCM, to ensure all aspects of the health and safety for staff, volunteers, and clients are being practiced

Program Management and Operations

Responsible for assisting the Food Centre Manager in the overall operations of the Food Centre. This includes:

- Establishing criteria and processes for the collection of appropriate participant information for the Food Centre
- Managing and facilitating all Food Centre services including, but not limited to distribution, the meal program, the Food Share and Waste Reduction Program, the Mobile Food Centre and the garden and greenhouse projects. This includes the training, supervision, and support for staff as well as the design and implement volunteer recruitment and retention strategies
- Ensuring programs and services are meeting their mandate and reporting requirements

- Liaising with the Food Centre Manager to ensure the Food Centre and the other Link programs are supporting each other and working as a hub of initiatives that extend the services of each program
- Conducting annual and emergent fund raising and donation drives
- Managing the Food Centre facility, which entails ensuring the safe and secure operation of the facility and grounds, equipment, and the van.
- Other related duties as assigned by the Food Centre Manager and ED

Communication

- Under the direction of the FCM, ensure that programs and services are effectively promoted
- As there are/may be overlapping responsibilities work collaboratively with the Food Centre Manager, ED and the Administrative Team, to ensure coordination/communication for the following:
 - create structures and procedures for meeting operational contract mandates between the Society and other organizations/funding agencies etc. as well as reporting requirements
 - act as a liaisons/communication links between the Society and the community,
 - identify and research community needs and potential funding opportunities, especially for the Food Centre
 - assist with marketing and promotion activities including composing ongoing and updated advertising for various forms of print and electronic media as well as optimizing official pages within social media platforms to increase the visibility
- Assistance in providing the public relations services, community linkages, provincial connections and connections with funding agencies required for the Food Centre to be viable and effective

Financial Accounting Supports

- Provide support and direction to the Food Centre Manager and Administrative Team for all financial/budget related tasks of the Food Centre
 - Assist with monitoring the monthly budget expenditures to ensure Food Centre programs are spending within their limits and are striving to meet the 25% return for direct, shared, and administrative costs
 - Ensuring that expenditures and other practices are in line with the Budget Policy and Procedures and advise the Food Centre manager when financial goals and practices are not being met

Proposal Design and Development

- Consult and support the Food Centre Manager and Administrative Team in proposal design, submission, and reporting
 - Provide leadership for the development of ongoing strategies to assess community needs as related to Food Centre programs and services
 - Research and report on relevant projects, materials and emerging trends and needs of the FC, including assisting with the 5-Year Community Strategic Plan
 - Liaise with community agencies, First Nations, schools, and other professionals
 - Identify potential funding sources for ongoing FC services or programs
 - Formalize the process for prioritizing and determining which funding proposals to apply for
 - Initiate, draft and/or assist with proposal writing

Care of Society Records

- All managers are responsible for ensuring the Society's records and information are properly secured, and all aspects of the Society remain confidential and include the following:
 - Personal information obtained as a regular part of service provision is considered confidential and with this comes the professional responsibility to protect the confidentiality of the information.
 - Information removed from the designated Society location must be protected.
 - Information that is maintained or transported electronically must be password protected.

General

- Ensure the protection of privacy for all participants, clients, volunteers, staff, and contractors
- Work cooperatively with a variety of individuals and professionals to promote a positive team environment
- Follow existing safety procedures and report safety concerns to your supervisor
- Other related duties upon request

SKILLS REQUIRED:

- Strong ability to work independently employing initiative and judgment at a high level
- A relevant post-secondary degree is preferred, or one year of post-secondary and two years of facilitation experience related to service delivery for those facing poverty or other life circumstances that create risk factors for individuals and families
- Respectful and culturally sensitive practices, with an understanding of local First Nations being an asset
- Proven supervisory experience
- Excellent interpersonal and customer service skills
- Excellent organizational, planning, and problem-solving skills
- Experience, and displayed professionalism in approaching, building, and maintaining relationships with service delivery partners
- Experience working effectively in a collaborative model within teams and communities
- Strong computer skills with Office 365 experience
- Demonstrated knowledge and commitment to the local community and organizational development
- Ensure the safe operation and maintenance of tools and equipment
- Ability to handle information in a confidential and professional manner
- Experience with family and client-centered practice is strongly preferred

WORKING CONDITIONS:

- May be required to work evenings and weekends
- Use of personal computer and cell phone may be required
- Travel within the region and overnight stays may be required
- May be required to use own vehicle
- Adherence to safety protocols around tools and equipment

SPECIAL CONDITIONS:

- Initial and on-going employment is subject to submission of a clear Criminal Record check
- Food Safe Certification (based on program needs, training will be provided if the incumbent is not certified)
- Must possess their own reliable transportation, valid class 5 driver's license, satisfactory driver's abstract and abide by conditions stated on the Driver Information form