

STUDENT NUTRITION PROGRAM COORDINATOR

Position Overview

The Student Nutrition Program Coordinator provides the administration and coordination of the program

Roles and Responsibilities

1) Program

Coordinate food supply and services (including monthly Food4All Ware house orders), menu planning, food handling and training on the use of Canada's Food Guide to Healthy Eating, and support fundraising efforts

2) Administration

Keep up-to-date records and files, accounting and budgeting for all aspects of the program including grant applications and completion of quarterly reports to the Community Development Co-ordinator

3) Volunteers

Coordinate volunteer recruitment, orientation, schedules, and supports such as training on food safety and ensuring volunteer recognition

4) Liaise

With volunteers, school staff, parent council and other community groups, students and the Community Development Co-ordinator

5) Attendance

At educational workshops and promotional events hosted by NFFT

6) Communications

Provide articles and information for the school, classroom or local newspaper on the school nutrition program. Keep school staff, Principal and volunteers up to date on program activities

Orientation and Training

Provided by previous on-site Student Nutrition Program Coordinator if possible or the school Principal with support from the Community Development Co-ordinator

Time commitment

Approximately 5 hours per week



STUDENT NUTRITION PROGRAM SERVER

Position Overview

Prepare and serve meal or replenish snack bins

Roles and Responsibilities

- 1) Ensure safe handling of food and clean work area.
- 2) Assist in set up and clean-up of the program area.
- 3) Assist in the preparation of food served.

Orientation and Training

- The Student Nutrition Program Coordinator will provide orientation to the program, provide training on safe food handling and the use of Canada's Food Guide to Healthy Eating
- Pairing-up with an experienced volunteer

Time commitment

- The average server shift is one hour
- Available from one to five mornings a week or as "back-up"



STUDENT NUTRITION PROGRAM SHOPPER

Position Overview

Shop for food for the breakfast or snack bin program

Roles and Responsibilities

- 1) Purchase items on a weekly basis and deliver to the school.

Orientation and Training

- Orientation to program and volunteers
- Review of fresh produce selection/food choices
- Attend educational workshops and promotional events hosted by NFFT
- On-going support will be received from the Student Nutrition Program Coordinator/
Principal

Time commitment

Approximately two hours per week for shopping and delivery



COMMUNICATIONS VOLUNTEER

Position Overview

Develop a communications plan to keep volunteers informed and assist with recognition events

Roles and Responsibilities

- 1) Maintain a school bulletin board for the nutrition program.
- 2) Write articles for the school, classroom or local newspaper on the nutrition program.
- 3) Assist the Student Nutrition Program Coordinator in informally recognizing volunteers.
- 4) Assist the school council and/ or Principal in hosting a volunteer recognition event (i.e. tea, luncheon, assembly, etc.).

Orientation and Training

- Orientation to program and volunteers
- Attend educational workshops and promotional events hosted by NFFT
- On-going support will be received from the Student Nutrition Program Coordinator/ Principal

Time commitment

- Approximately one hour per week from September to June. Time could increase when involved in large recognition events
- Attend volunteer planning meetings



FUNDRAISING VOLUNTEER

Position Overview

Assist in securing funds for your school's Student Nutrition Program

Roles and Responsibilities

- 1) Develop a plan to raise funds such as obtaining parent council support, soliciting parents, partnering with local businesses and/or special events in partnership with the Student Nutrition Program Coordinator and Principal
- 2) Record and account for funds raised.
- 3) Thank program supporters together with the Communications Volunteer.

Time commitment

Approximately 2 hours per week

