



Nutrition Hub Coordinator

Part-Time

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Please forward resume to Marnie Smith marnie.smith@mlselaunchpad.org and quote Nutrition Hub Coordinator in subject line

[Apply Here - Nutrition Hub Coordinator](#)

[MLSE LaunchPad](#) is seeking a dynamic and engaging part-time Nutrition Hub Coordinator to implement and facilitate our Nutrition Hub programs including; Afterschool Snack, Healthy Me, Healthy Community & Chop It Like It's Hot. In this role, the successful candidate will plan & implement a nutritious, well-rounded inclusive menu that addresses the food needs of our members and facilitate fun, engaging workshops focused on nutrition education.

PRIMARY DUTIES:

1. To provide a healthy, nutritious snack for youth:

- Deliver a high-quality after-school snack program for members ages 6-18, 3-5 days/week – 5 hours/day
- Purchase and maintain food inventory and manage portion control for up to 100 members daily
- Maintain a strong emphasis on including nutritious, whole foods to snacks served to meet various food needs of our members.
- Plan and implement weekly snack program menu & assist in identifying addition program needs

2. To provide culinary skills support & nutrition education to youth participating in kitchen programs:

- Provide orientation & hands on support to youth in our Healthy Me, Healthy Community and Chop It Like It's Hot Nutrition Hub Programs.
- Educate and facilitate workshops about the importance of healthy eating, diabetes prevention and staying physically active while being fun and engaging
- Facilitate workshops based on the specific sport and life skills objectives of MLSE LaunchPad programs
- Incorporates diverse cultural foods into menu planning
- Provide strengths based, constructive feedback to youth to encourage learning and growth while maintaining kitchen safety

3. To Liase with MLSE LaunchPad Staff & Partner Programs

- Work with other Partner Programs & ensure space is shared in collaborative manner
- Effectively communicate & interact, guests, partner program staff, MLSE LaunchPad staff & volunteers.
- Ensure program runs smoothly and fits in to already established routines
- Serve as a subject-matter resource in the area of Nutrition & Kitchen Procedures to staff, participants and partner organizations.
- making recommendations for improvement/changes to strengthen and improve programmatic offerings & support the evaluation of the program.

4. To incorporate & engage with volunteers:



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- Provide orientation, overview and kitchen basics to individual and group volunteers who support the various programs
- Work collaboratively with and effectively delegate to volunteers to ensure program success
- Provide constructive feedback regarding volunteer engagement in program

5. To Maintain Health and Safety of the Nutrition Hub:

- Handle emergency situations safely and in accordance with agency policy.
- Maintain high standard of record keeping including sanitation, temperatures, and health and safety procedure
- Orientate youth, volunteers and staff to health and safety procedures in the kitchen
- Provide input to the Health and Safety Committee regarding safety equipment requirements and equipment operation
- Maintain good safety practices using a preventative approach including proper signage where applicable

6. Administration

- Manage purchase order receipts and all expenses related to food purchases
- Participate in all required orientation, training, and/or in-service meetings and trainings as scheduled/required.
- Perform other duties as assigned.

ACADEMIC & JOB EXPERIENCE

- Experienced Nutritionist or Dietician or academic work in nutrition, health sciences or social services
- Minimum 2 years as kitchen lead
- Experience in working in similar environment, group facilitation or other programs working with youth
- Direct experience working with youth ages 6-18
- Knowledge of and sensitivity to the impact of social, economic, environmental and cultural issues in diet and nutrition

Basic Requirements

- Criminal Record Check
- Standard First Aid & CPR
- Food Safety Handlers Certificate (at minimum)

Desired Requirements

- Familiarity with purchasing and food sustainability (zero waste)
- Positive demeanor, calm under pressure, high energy
- Ability to work in a team or independently and engage with volunteer groups
- Experienced Nutrition Specialist or Dietitian preferred
- HIGH FIVE: Principles of Healthy Child Development is an asset.