



Job Description

Position	Nutrition Facilitator
Reports to	Community Nutrition Manager
Effective Date	August 2020

JOB SUMMARY

Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people's lives through personal growth and development.

As part of the OKC team, the Nutrition Facilitator will:

- Support the community kitchens, nutrition related workshops and daily food ins/outs of programs offered through OKC
- Assist with the development of leadership and peer helper skills and provide the necessary support enabling peers to practise and carry out these new skills.
- be under the supervision of the Community Nutrition Manager but will be expected to work independently with clear guidelines defining their role.
- Keep in regular communication with Community Nutrition Manager on needs of the program sites

OKC involves families in all aspects of program planning, implementation and evaluation.

PRIMARY RESPONSIBILITIES

- To provide programs and services in a manner that is consistent with OKC mission and reflects the core values of community development.
- Must be accountable for ensuring a safe kitchen environment adhering to provincial regulatory standards and practices for cleanliness, scheduled equipment maintenance, and food safety.
- Report the identified needs of individuals seeking information with regards to foods and nutrition
- Assists in the development of programs that improve food security for OKC participants
- Support the weekly program snack, prepares weekly grocery order ensuring food served and used within the centre adheres to OKC Nutrition Policy
- Keep basic food shelf stocked and other kitchen supplies
- Promotes the Good Food Box Program as a host site
- Supports the peer lead kitchens
- Assists with the evaluation of nutrition programs, on an internal and external basis (i.e. collecting feedback from participants, stakeholders and staff)
- Maintains professional networking with peers, families and community stakeholders

EDUCATION/EXPERIENCE

- Related experience with foods and nutrition or hospitality and/or ongoing education in one or more of the following: health promotion, group facilitation, adult education, community development, and counseling
- Minimum two to four years' experience working with high-risk populations in a community development capacity
- Highschool Diploma, GED or equivalent

SKILLS & ABILITIES

- Ability to communicate effectively and concisely, both orally and in writing, in a cross-cultural environment
- Must be proficient in the use of Microsoft word processing, spreadsheet, presentation software and the use of the Internet, e-mail, and social media
- Interpersonal and relationship-building skills
- Experience with kitchen operations and equipment
- Knowledge of foods and nutrition particularly in relation to food security
- Ability to work independently and as a member of a team
- Self-starter with proven organization skills
- Ability to work well under pressure and deadlines

CONDITONS OF EMPLOYMENT

- Willingness to work flexible hours
- Car and valid driver's license
- Degree or Diploma in the Food Services Industry

ASSESTS

- Current Safe Food Handling Certificate
- First Aid & CPR
- Working Knowledge of WHIMIS and HACCAP principles

REVIEWED BYEXECUTIVE
DIRECTOR*Date*COMMUNITY
NUTRITION
MANAGER*Date*