

La Tablée des Chefs

JOB DESCRIPTION

Position: Program coordinator for the *Feed* division

THE CAUSE

Feed. Educate. Feeding today, to combat food insecurity, and educating young people, to develop their food autonomy. Since 2002, La Tablée des Chefs has helped feed people facing food insecurity by distributing more than 21 million cooked portions and has educated more than 78,000 young people by developing their food autonomy through its various programs.

THE POSITION

Under the supervision of the Director, Feed Department, the position is responsible for tasks under the food recovery program and the annual Solidarity Kitchens - the next generation event.

The **food recovery program** enables over 2 million portions of surplus food to be redistributed to community organizations each year. **The Solidarity Kitchens - next generation** is a project designed to raise awareness among teachers and students at hospitality schools about the fight against food insecurity.

RESPONSIBILITIES

Food Recovery : Quebec and Canada

- Promote and present the program to donors in the HRI industry, health centers, caterers and community organizations;
- Implement the program (analyze needs, communicate with chefs and donors, create community links, track materials and administrative follow-up, etc.);
- Manage the day-to-day running of the program (delivery, calendar management, donation reports, vacation management and replacements, etc.);
- Manage spontaneous pick-up requests from donor establishments;
- Participate in various events, activities and on-site collections;
- Ensure good customer service with donors and program organizations (communications, evaluations, etc.).

Solidarity Kitchens, the new generation:

- Solicit and promote the program to hospitality schools across the country;
- Coordinate project logistics (documentation, communication, deliveries, production schedules, etc.);
- Coordinate and promote activities with local food banks and organizations;
- Manage shipment of raw material;
- Ensure activity follow-up (receipt of materials, proper operations, communication with the various players involved);
- School visits (virtual or in-person)

Solidarity Soups

La Tablee des Chefs

- Coordinate the Solidarity Soups (follow-up, activities, connect with elementary schools);
- Support and coordinate logistics/operations for programs (deliveries, transport, pick-ups, etc.).
- **All other related tasks**

REQUIREMENTS

- Minimum 2 years' experience in customer service, experience in a community, HRI or sustainable development environment;
- Proficiency in G-Suite (Sheets, Docs, Gmail);
- Database management an asset;
- **Excellent command of written and spoken English** and French, as programs are deployed outside Quebec;
- Knowledge of health and safety regulations are an asset.

SKILLS

- Sense of autonomy, planning and organization;
- Good team spirit, enthusiastic and creative;
- Open to new projects and last minute changes.