



**INTERFAITH
FOOD BANK**
SOCIETY OF LETHBRIDGE

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Facility Use Coordinator Position Description

Primary duties include facilitation of bookings for Co-op Community Kitchen and Outreach Classrooms, and facilitation of Collective Kitchens, Food Recovery and Helpful Hobbies Programs. The Facility Use Coordinator reports to the Client Intake Supervisor, and facilitates use of program spaces by community members, food bank recipients, volunteers and partner agencies.

Hours: 30 hours per week, as scheduled, 8am – 4pm with occasional evenings and weekends.

Required Skill Set:

1. Organizational and Supervisory Skills – coordination of grocery lists, recipes, record keeping and direction of volunteers
2. Communication Skills – verbal and written, interact with volunteers, clients, donors, partner agencies and the general public
3. Group Facilitation and Culinary Skills – Food Safe Certification required
4. Basic Administrative Skills - word processing, database, spreadsheets and other software programs and familiar with file maintenance
5. Valid Driver's License, and able to submit Driver's Abstract
6. Must be willing to submit a Criminal Records Check

Job Description:

- Facilitate bookings of Co-op Community Kitchen and Outreach Classrooms
 - Accept and log bookings of program spaces, maintain use agreements and booking calendars
 - Maintain statistics and demographics of users of program spaces
 - Promote kitchen use and partnerships for future programming
 - Coordinate external facilitators for program delivery
 - Maintain cleanliness of programming spaces
- Support to Client Services Team with kitchen programs/activities
 - Coordination and Facilitation of IFB kitchen programs (Shop Smart, Collective Kitchens, Food Recovery, Helpful Hobbies, Train The Trainer, Client Engagement Activities etc.)
 - Ensure adherence to food safe practices
 - Presentations to community groups and partner organizations
 - Program development/adaptation to match needs of user groups
- Collaborate with Operations Team for gleaning and purchase of food stocks for kitchen use, programs and events
- Collaborate with The Interfaith Chinook Country Kitchen (TICCK) staff to steer clients to appropriate or graduated programming options
- Maintain inventory of kitchen supplies and equipment
- Support fundraising activities, special events and garden programs that involve kitchen use, food preparation and/or cooking
- Backup to administrative and client services teams when necessary
- Act as part of the team and assist where needed
- Additional duties as required by the Executive Director

Interested candidates should forward resume, cover letter and three references to info@interfaithfoodbank.ca. Shortlisted applicants will receive further details, including salary range, via email when invited to interview. Applications will be accepted until a suitable candidate is placed.