



Ronald McDonald
House Charities®
Saskatchewan

Keeping families close™

Food Programs Coordinator, Saskatoon – Full Time (35 hours per week)

Ronald McDonald House Charities – SK (RMHC-SK) is a provincial organization that promotes Family Centered Care, and provides accommodation and supports to families of sick children while they are receiving medical treatment at a local hospital. For more information on our mission and programs, please visit www.rmh.sk.ca.

The Food Programs Coordinator reports to the Family Service and Programs Manager and oversees a team of Food Program Assistants, casual staff and volunteers responsible for the oversight of all RMHC-SK Food Programs.

Key Responsibilities Include:

- Overall menu and nutrition planning for all RMHC-SK Food Programs
- Lead and support Food Programs Team to ensure provide meal and food options that provide nutrition, comfort, and are culturally appropriate for families
- Coordinate appropriate Food Safety training for all staff and volunteers as necessary
- Oversee all Food Programs, including but not limited to: Home for Dinner, lunch programs, breakfast programs, baking programs, community pantry, coffee and baking station, special celebrations
- Uphold high standards of volunteer stewardship, ensuring excellent preparation, direction and appreciation of volunteers
- Recruit and steward volunteer cooking (Home for Dinner) groups
- Build and maintain relationships with partners and community liaison's as required
- Oversee all administration of Food Programs. This includes, but is not limited to: ordering groceries and supplies, monitoring inventory, overseeing care and maintenance of kitchen equipment, conducting regular family surveys, assisting with budgeting, managing all Food Program expenses, scheduling Food Program staff and volunteers
- Uphold our commitment to reconciliation, equity, diversity and inclusion
- Support other RMHC-SK Teams as required

Job Requirements Include:

- Excellent communication skills
- Proven leadership abilities
- A commitment to confidentiality
- Minimum of 3 years' experience in food and food team management preferred
- General knowledge of nutrition
- Computer skills in Microsoft Outlook, Word, Excel
- Proven excellence in organization, prioritization and attention to detail

- Evidence of being warm and approachable with the ability to develop trust quickly
- Valid driver's license
- Valid Food Safe certification
- Proof of covid-19 vaccination

Work Hours:

- 35 hours/week
- Will include some weekend and statutory holidays
- All staff are required to attend team meetings on days they are at work, and review minutes from meetings on days that they have missed.

Application Process: If interested, please forward your letter of application and resume to Kim Gilbert, Director of Human Resource Development at kgilbert@rmh.sk.ca **no later than 4pm, Tuesday, September 13th.** *Only applicants selected for an interview will be contacted.*