



## Boys & Girls Clubs of Thunder Bay Position Description

**Position Title:**

Child Nutrition Co-ordinator

**Department**

Breakfast Club

**Incumbent**

1 position

*Reports to:* Program Director

**Basic Function of Position:** To administer and implement the provisions of a nutritionally balanced breakfast to children in accordance with the Canada's Food Guide.

***Required education, previous experience, skills, knowledge.***

Post-Secondary education in a related field

Previous experience in food preparation and working with children

Safe Food Handling

High Five Certified

First Aid / CPR

Criminal Records Check

**Position Responsibility:**

***Objectives / responsibilities of position (these are the objectives that should be rated on the performance appraisal).***

- Co-ordinates breakfast club staff / volunteers to deliver a nutritious breakfast daily
- Co-ordinates volunteers and staff – work schedules and ongoing training
- Co-ordinates, prepares and serves, adhering to good sanitation and nutritional practices at one of the school sites.
- Co-ordinates setting up and clearing of the breakfast room daily
- Is responsible for recruitment of volunteers
- Provides and posts volunteer schedule
- Provides volunteers with feedback and a sense of significance and value of their contribution
- Plans menus
- Prepares grocery list and picks up groceries monthly or when needed from the Club
- Keep attendance records and membership forms of all the members
- Works with school staff to ensure who need the program are included.
- Ensure there is a list of student helpers for each breakfast club site
- Attend all In service training and Volunteer Recognition Days
- Work in co-operation with other Health and Nutrition Agencies

**Hours: 10-12 hours per week / 5 days per week****Hourly Wage:** \$14.00 per hour**Contract Position:** Jan 7th to June 21st**Location:** Algonquin School