



Why not work in a community organization that values your time and effort, a place where you can truly make a difference in the lives of West Islanders?

Position Title: Food Service Coordinator

Volunteer West Island is a non-profit organization located in Sainte-Anne-de-Bellevue that facilitates volunteerism by recruiting, training, and referring volunteers to meet the diverse needs of the Montreal West Island community. In addition we assist seniors to remain autonomous by offering programs and services that break their isolation.

Status

Full-time, permanent position

Job Summary

With the objective of assisting seniors with a loss of autonomy to remain in their homes as long as possible, the Food Service Coordinator is responsible for carrying out the day-to-day operations of the Meals on Wheels, Frozen Meal and Puree programs. The Coordinator recruits, directs, motivates and supports the volunteers who are the providers of food services' meals that are prepared in facilities throughout the West Island.

The Food Service Coordinator oversees client processing and database management; monitors service delivery; and contributes to the development, evaluation, and promotion of food services to seniors. The Coordinator communicates regularly with volunteers in the field and will benefit from the assistance of a team member from the Volunteer Recruitment staff 1 day per week. As the not-for-profit sector has a mandate to respond to emerging needs in our community, the Coordinator will represent, lead and/or assist in developing new services in accordance with Volunteer West Island's standards.

Reporting

Reporting to the Executive Director, the Food Service Coordinator will be responsible for the performance and management of all food services and will work in consultation with team members, volunteer leaders, and VWI's office volunteers.

Key Responsibilities:

- Complete client intake and assessment process
- Maintain and update client service plans and database
- Maintain meal delivery systems
- Work with Volunteer Recruitment Staff for assistance and for administrative back-up
- Train, schedule, and support volunteer coordinators, drivers, and other volunteer leaders
- Coordinate all purchases with suppliers
- Balance weekly deposits/payments and submit to accountant
- Prepare drivers' weekly schedules
- Train and guide student volunteers/interns from John Abbott College and McGill School of Dietetics
- Prepare monthly statistics and other reporting documents
- Undertake administrative tasks relevant to job function

Competencies and Knowledge Requirements

- Strong communication skills
- Fluent in French and English, oral and written
- Excellent interpersonal skills
- Proven organizational capabilities, able to work on multiple tasks simultaneously
- Effective problem-solving abilities
- Ability to work both as a team member, and independently
- Relevant education and/or work experience
- Computer Literacy – Word, Excel and volunteer database
- Knowledge of the West Island community and must have use of a car
- Experience working in a non-profit or charity organization an asset

Working Conditions

- Work schedule: 28 hours/week
(with occasional requests to work additional hours, depending on the needs of the program)
- Benefit package available

Please submit your résumé with a letter of application by November 9, 2018
by mail to

The Members of the Selection Committee
1, rue de L'Église, Sainte-Anne-de-Bellevue, (QC), H9X 1W4
or by email

info@volunteerwestisland.org.

Only those candidates selected will be contacted for an interview.