



**Lake Country Food Assistance Society**  
A Registered Canadian Charity # 11900 2467 RR 0001

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**Position Title:** Food Recovery Coordinator – Helping Through Sharing Network

**Reports To:** Program Director

**Job Type:** Full-time

**About Us:**

Helping Through Sharing Network is a volunteer-driven organization committed to reducing food insecurity through effective food recovery and distribution. By fostering strong donor relationships, supporting partners, and engaging the community, we aim to create a sustainable and collaborative food-sharing network.

We are seeking a dedicated Food Recovery Coordinator with hands-on experience in food recovery and a strong understanding of food handling, safety, and distribution processes. This role focuses on improving operational efficiency, enhancing partner and donor engagement, and ensuring food is shared equitably and safely across the network.

**Key Responsibilities:**

*1. Food Recovery and Distribution Oversight*

- Manage food recovery operations, including pickups, deliveries, and sharing processes.
- Maintain knowledge of food products on hand and ensure effective allocation across partners.
- Ensure all volunteers adhere to food safety and recovery protocols.
- Provide guidance on proper food handling, storage, and distribution procedures.

*2. Coordination and Partner Support*

- Assess current recovery and sharing systems, identifying opportunities for improvement.
- Organize and train participating partners to enhance their capacity and engagement.
- Serve as the primary liaison between network partners and donors.

### *3. Logistics and Operations:*

- Streamline food recovery and distribution processes to maximize efficiency and reliability.
- Coordinate schedules for pickups and deliveries to ensure smooth operations.
- Develop and implement strategies to address gaps in the current system.

### *4. Donor and Community Engagement:*

- Build and strengthen relationships with donors to secure consistent support.
- Recognize donors through social media and other communication channels.
- Collaborate with the team to promote the network's impact and visibility.

### *5. Volunteer Management:*

- Train and oversee volunteers to ensure compliance with food safety and recovery standards.
- Create a supportive and collaborative environment for volunteers to succeed.

### *6. Performance Tracking and Reporting:*

- Develop systems to track improvements in food recovery and distribution.
- Conduct surveys to gather feedback from partners and donors.
- Provide regular reports on progress and success metrics.

### **Qualifications:**

- Hands-on experience in food recovery and distribution processes.
- Knowledge of food safety standards and proper food handling procedures.
- Strong organizational and logistics management skills.
- Excellent communication and interpersonal abilities.
- Experience working with volunteers and community partners.
- Familiarity with social media and donor recognition strategies.
- Commitment to reducing food insecurity and fostering collaboration.

### **Impact:**

This role is critical to building a stronger, more efficient food-sharing network that reduces waste and improves food access for those in need. Your efforts will directly contribute to creating a sustainable system that empowers partners, strengthens donor relationships, and ensures equitable food distribution.

### **To Apply:**

Please submit your resume and a cover letter detailing your experience and passion for food recovery and distribution to **officemanager.lcfas@gmail.com**. Applications will be accepted **until February 28, 2025**.

Helping Through Sharing Network is an equal opportunity employer. We are committed to fostering an inclusive environment for all employees and partners.