

Volunteer Position Job Description

Job Title:

Hot Lunch Program Leader

Purpose:

To manage the Hot Lunch Program at the school and provide needed funding to PAC programs.

Location:

Crescent Park School kitchen.

Key Responsibilities:

- To oversee all aspects of the Hot Lunch Program
- To communicate program details and benefits to families
- To facilitate Hot Lunch orders
- To collect orders and payment from families
- To create menus and coordinate orders with vendors
- To follow safe and sanitary food handling guidelines at all times and train volunteers
- To schedule and communicate with Hot Lunch volunteers
- To recruit new volunteers as needed
- To maintain necessary files and records
- To ensure orders are complete and delivered on time
- To follow money handling guidelines and be accountable for all revenues
- Follow up with all member based inquiries and investigate complaints

Reports to:

PAC Executive, members

Length of Appointment:

September – June

Time Commitment:

Considerable time at the beginning of each term is required to collect orders and money and liaise with food vendors. Ongoing, be available for each Hot Lunch day in the event that there are issues.

Qualifications:

Foodsafe certification required. Ability to liaise with vendors, PAC, school administration and volunteers. Money handling and/or accounting experience beneficial. Familiarity with web based ordering system.

Support:

PAC Executive, Committee Chairs