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**School District No. 52 (Prince Rupert) is seeking an exceptional leader for the position of District Food Coordinator, effective October 1, 2023 or a mutually agreeable date.**

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### THE SCHOOL DISTRICT

School District No. 52 (Prince Rupert) is located within traditional Ts'msyen Territory on the beautiful north coast of B.C. and services the small communities of Hartley Bay and Port Edward in addition to the City of Prince Rupert. Currently we have one secondary school, one middle school, five elementary schools, one store-front site and one "on reserve" school (Hartley Bay, K-12). Our student population is approximately 1,800 students, 64% of which are Indigenous. Our small community boasts an excellent recreation facility (ice arena, swimming pool and gymnasium), an 18-hole golf course, Racquet Centre, tennis court, museum and a Performing Arts Centre. School District No. 52 is an exhilarating place to work where new ideas and opportunities are embraced. School District No. 52 has often been described as "cutting edge" in terms of instruction and assessment practices and is well known for the forward-thinking work of the Indigenous Education and Support Services Department and their initiative and involvement in many projects. We are excited to work with a professional who values and is committed to public education and who will provide leadership in alignment with the district's strategic plan.



### THE POSITION

The District School Food Coordinator will support the implementation of the *Feeding Futures School Food Program* and will work with schools and community partners to ensure that students facing food insecurity have adequate access to nutritious food so that they are well fed and are able to focus and learn. The District School Food Coordinator supports the school district in developing and coordinating programs and services that support the immediate need of providing healthy meals to students in a stigma and barrier-free manner at all sites in School District 52.

### THE CANDIDATE

The District Food Coordinator will need to be able to work independently and collaboratively and be skilled in program development, delivery, and monitoring, and can navigate both individual school and district-wide environments. The District Food Coordinator must have training in nutrition, population health nutrition, sustainable food systems, and school food services. Formal chef training, certification/expertise working with high volume food service, chef with experience in healthy food programming would be an asset. The District Food Coordinator must have a clean criminal record check and be eligible to work in Canada. They must be able to visit schools, community partners, and food preparation sites across the district, in private or district vehicles. The Coordinator must have experience and/or be familiar with the BC education sector, including K-12 schools, BC curriculum and education stakeholders, e.g., principals and vice-principals, school district trustees, union members, educators, parents/guardians, and students. They will demonstrate an understanding of cultural context and perspective with a focus on equity, diversity and inclusion perspectives

### Responsibilities

- Assess the current assets and operations of school food programs across School District 52, including, but not limited to existing programs, staffing, infrastructure, and equipment.
- Manage the district food program and support school-based programs, including partnerships, grant applications etc.
- Identify opportunities and conditions required to maintain and expand existing programs, or develop new school food programs, and work to or enhance these conditions.
- Bring a district-wide, collaborative approach to the planning and delivery of school meal and food programs.

- Oversee program delivery throughout the district including identifying needs, and communications with schools, families, and students.
  - Coordinate the menu and evaluate the nutritional content of meals provided.
  - Manage and oversee food safety including any coordination or collaboration with BC Food Safe to train staff and volunteers or obtain licenses or permits for services on school district grounds.
  - Maintain and update inventory or listing of assets on an ongoing basis.
  - Maintain and prepare reports or requests by the School District and Ministry of Education and Childcare.
  - Manage the food service budget and ensure that expenses are within budgetary constraints.
  - Build and maintain existing community partnerships with food producers, Parent Advisory Councils, non-profits, local businesses, Indigenous nations, and communities to support the distribution of local food and healthy meals to students and families.
  - Support new and existing school food programs to incorporate principles of inclusion, equity and diversity into their design and implementation to ensure that programs are universally accessible.
- Connect and liaise with public health dietitians, other district school coordinators, and relevant regional and/or provincial networks (e.g. Farm to School BC), to support professional development and stay up to date on school food resources and opportunities

## APPLICATION REQUIREMENTS

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### Cover Letter

Please submit a cover letter describing your particular interest in the position, current role and key responsibilities you have related to the position of Food Coordinator..

### Resume

A complete and current resume must be provided, clearly describing:

- all relevant education;
- all job and leadership experiences related to the role; and
- provincial and/or community involvement/committees.

### Supporting Documentation

Letters of reference are not required, please submit professional reference contacts, please include emails and two phone numbers (office or home or cell) for each reference.



## HOW TO APPLY

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Applications will only be accepted in electronic form and must be received by **4:00 pm on September 20, 2023**. We appreciate all applicants, however, only those candidates selected for interviews will be contacted.

School District 52 Prince Rupert values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

Please submit all documentation in a single PDF and completed applications are to be captioned as District School Food Coordinator and emailed to: