



## **Dan's Legacy – Food Collection and Inventory Supervisor Job Description**

### **Position Summary:**

Dan's Legacy is currently seeking a full-time, Food Collection and Inventory Supervisor. The Food Collection and Inventory Supervisor oversees and mentor participants in the warehouse training program. Responsibilities include coordinating the retrieval and delivery of surplus food from community partners while ensuring adherence to health and safety guidelines. This role involves maintaining the operational safety and sanitation of the food delivery vehicle, involving participants in vehicle sanitation, and supporting the outreach and therapy teams. In addition, the supervisor will assist cooking instructors in fulfilling orders for various programs and manage community recipients' delivery routes. Maintaining positive relationships with community partners. Developing a database for food inventory, submitting monthly reports, and teaching proper storage practices are also key responsibilities. This position reports directly to the Program Manager for Dan's Diner.

### **Duties & Responsibilities:**

- Supervise and mentor participants in the warehouse training program
- Retrieve and deliver surplus food to and from community partners while adhering to safety guidelines
- Ensure the operational safety and sanitation of the food delivery vehicle, including preventive maintenance
- Assist cooking instructors in fulfilling orders for various programs
- Develop a database for tracking incoming and outgoing food and inventory
- Ensure proper storage practices, cold, frozen, dry storage
- Teaching participants and involve them in all aspects above keeping in mind this is an employment preparedness program for youth with barriers
- Support the outreach and therapy teams
- Manage community recipients' delivery routes
- Maintain positive relationships with community partners
- Submit monthly food inventory and participant progress reports to the Program Manager
- Perform other duties as assigned

### **Qualifications & Requirements:**

- Must be vaccinated against COVID-19
- A successful criminal record and vulnerable sector check will be required prior to the start of employment
- A valid driver's license
- Three years of safe driving record
- Ability to work with at risk youth
- Ability to travel to New Westminster where the program is located



- Be able to demonstrate intermediate computer literacy in standard office software programs, i.e., Word, Excel, Zoom, e-mail, and smartphone applications for administrative duties
- Food Safe Level 1 is required
- WHIMS, Occupational First Aid Level 1, Mental Health First Aid, Gender-Based Analysis Plus, Transporting Dangerous Goods, Privacy and Access Fundamentals is an asset

### **Interpersonal Skills:**

- Attention to detail
- Organizational skills
- Problem solving skills
- Ability to work independently
- Adaptability & flexibility
- Teamwork & cooperation
- Dependability & responsibility
- Strong communication skills

### **About Dan's Legacy**

Dan's Legacy provides trauma-informed and culturally sensitive counselling and life-skills programs to youth at risk in Metro Vancouver. These young people, aged 15 to 25, are at significant risk of overdose, self-harm, homelessness, and suicide. Dan's Legacy's therapy and outreach teams go directly to the youth wherever they are, there are no wait lists, and all the organization's services are free. In the past year, Dan's Legacy helped over 400 youth stabilize their mental health, and begin working towards their educational, employment and recovery goals.

### **Intro to Cook Description**

Dan's Legacy's "Dan's Diner" job-skills program provides clinically supported training in cooking skills to youth ageing out of care, Indigenous youth, young women survivors of gendered violence and new Canadians. The Chef Instructor, supported by Dan's Legacy's counselling and outreach team, works with a cohort of young adult students with various mental health challenges. Training is provided to the Chef Instructor from the counselling team to learn best practices in supporting youth with trauma-based mental health challenges.

Dan's Legacy knows that at-risk youth need opportunities to not only maintain their mental wellness but also grow and thrive in the community. The "Intro to Cook" Program is designed to provide youth with the training they need to work immediately in the hospitality industry, or move on to further post-secondary culinary skills training, eventually obtaining Red Seal Certification.

The entire program operates under the clinical supervision of Dan's Legacy's Therapists, ensuring the youth have mental health counselling support before, during and after the training. This position will report to the Program Director and will be responsible for a variety of tasks for the Program including scheduling, budgeting, managing staff and clients, annual reporting, building program awareness and structure.



**For more information about Dan's Legacy:**

[www.danslegacy.com](http://www.danslegacy.com)

*Dan's Legacy is an equal opportunity employer, and we attempt to hire employees who reflect the diversity of our clients - Indigenous, Black, Hispanic, South Asian and LGBTQ2S+ people are encouraged to apply. We respectfully and gratefully acknowledge that our work takes place on the unceded, and traditional territory of the Coast Salish peoples*

Job Type: Full-time

Salary: \$53,900.00 per year

**Benefits:**

Casual dress  
Company events  
Dental care  
Discounted or free food  
Extended health care  
Life insurance  
Paid time off  
Vision care

**Schedule:**

8 hour shift  
Day shift  
Holidays  
Monday to Friday  
Weekends as needed

**Experience:**

Route driving: 3 years (preferred)

**Ability to Relocate:**

New Westminister, BC V3M 4C7: Relocate before starting work (required)  
Work Location: In person



Expected start date: 2024-04-02