



## **Dan's Legacy – Food Collection Lead** **Job Description**

### **Position Summary**

Dan's Legacy is currently seeking a full-time Food Collection Lead to oversee and mentor youth participants in our Warehouse and Swamping job-skills training program. Responsibilities include: coordinating the retrieval and delivery of surplus food from community partners; ensuring adherence to health and safety guidelines; developing an inventory database; teaching proper storage practices; producing monthly reports; all while adhering 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 Food Collection Lead will assist cooking instructors in fulfilling orders for various programs, manage community recipients' delivery routes and maintain positive relationships with community partners. This position involves driving in the mornings and sorting food collection product in the afternoon. The Food Collection Lead reports directly to the job-skills training Program Manager.

### **Duties & Responsibilities:**

- Supervise and mentor 2 participants every 3 months in the Warehouse/Swamping training program:
  - i. Teach basic safety around trucks
  - ii. Swamping procedures: review routes and load/unload food products
- 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
- Ensure proper storage practices (cold, frozen, dry storage)
- Support the outreach and therapy teams
- Able to lift 50 lbs.
- Daily grocery pick-ups ranging between 1000 to 2500 lbs.
- Manage community recipients' delivery routes
- Maintain positive relationships with community partners
- Submit monthly food inventory and participant progress reports to the Program Manager
- Daily vehicle inspection before and after finishing shift
- Perform other duties as assigned

\*Note: Training on working with at-risk youth is provided

### **Qualifications & Requirements:**

- Proof of vaccination required as we work with vulnerable populations and occasionally operate in health facilities. Dan's Legacy follows the same vaccination protocols as the Province of BC in



which staff must report their vaccination status for COVID-19 and influenza, as well as report vaccinations for vaccine preventable diseases such as, but not limited to measles, mumps, rubella Hepatitis B, whooping cough (pertussis) and chicken pox (varicella). Dan's Legacy will review requests for accommodation should there be a reasonable justification provided for not being vaccinated. Reasons include, and are not limited to, allergies or disability.

- 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 (training provided)
- Ability to travel to New Westminster where the program is located
- Ability 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

**Salary:** \$53,900 per year

**Benefits:**

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

**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, wait list times are minimal, and all the organization's services are free. In the past year, Dan's Legacy helped over 600 youth stabilize their mental health, and begin working towards their educational, employment and recovery goals.

### **About Dan's Legacy's Job-Skills Training Programs**

Dan's Legacy's 3 job-skills training programs (Cook Training, Dan's Diner Social Enterprise, and Warehouse & Swamping) provide clinically supported training to at-risk youth aged 18-25. The instructors, supported by Dan's Legacy's counselling and outreach teams, work with a cohort of young adult students with various mental health challenges. Training is provided by the counselling team ensure new team members to develop competency and confidence in working with this cohort of youth.

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 training programs are designed to provide youth with the skills they need to enter the workforce or move on to higher levels of skills training.

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.

### **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*