

cultiver
cuisiner
partager



food
people
community

Santropol Roulant is hiring !

Meals-on-Wheels Intern

Santropol Roulant is looking for a dynamic and positive person to join our team as Meals-on-Wheels Intern for a duration of six months.

About Santropol Roulant

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

Opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture is one where we support each other as together we develop all the competencies required to ensure that our collective impact matches our organizational and personal aspirations. It is therefore not required to have a background in one of the activities of our Meals-on-Wheels (MoW) program to apply.

About the Position

The MoW Internship is an opportunity to gain an in-depth understanding of the day-to-day functioning of Santropol Roulant's three core MoW programs: the volunteer program, the client program and the kitchen program. He/she will work in close collaboration with all members of the MoW team.

As the contract progresses, the MoW Intern will have the opportunity to take on increased responsibilities within the meals-on-wheels program areas. The MoW Intern will also have the opportunity to participate in and contribute to Santropol Roulant's organizational processes, including weekly staff meetings, special events, working committees, hiring teams, etc. This six-month internship offers a wide range of learning opportunities and concrete experience in the community sector.

Key responsibilities include

Volunteer Program:

- Overseeing volunteer delivery shifts : welcoming and training new volunteers, ensuring that all meals are delivered, last-minute troubleshooting, etc.
- Coordinating 4-5 volunteers during afternoon kitchen shifts (packaging the meals)
- Occasional meal deliveries, as needed
- Lead volunteer welcoming sessions with support from the volunteer coordinator

Client Program:

- Client management shifts: engaging with clients over the phone, entering meal orders into the database, preparing the necessary documents for meal delivery, etc.
- Collaborating on the production of communication documents (e.g. newsletters, surveys, flyers)
- Help planning and coordinating special events for client-members

Kitchen Program:

- Coordinating 3 kitchen shifts per week
- Weekly food donation pick-ups by car
- Helping to prepare food for special events

Other Programs:

- Participating in weekly staff meetings
- Participating in special committees
- Managing the Santropol Roulant email account (answer or dispatch requests)
- Welcome visitors in the building

Ideal candidates will possess the following:

- Great inter-personal skills
- Great interest in kitchen work and food
- Interest in working with community members from different backgrounds
- Ability to work and collaborate in a team setting
- Strong sense of initiative
- Creativity, inquisitive spirit
- Some experience and comfort cooking for large groups of people is an asset
- Strong written and verbal communication in French and English
- Valid Quebec driver's license is an asset
- Interest and enthusiasm for working in a community organization committed to social change

This is a full-time six month position starting late March 2014, with a weekly schedule running from Tuesday to Saturday and an hourly wage of \$12 for 35 hours/week.

Santropol Roulant is an inclusive organization. We welcome a diversity of applicants including those from traditionally under-represented groups. Please feel free to indicate so in your letter, if this is your case.

****PLEASE NOTE** This position is funded by Emploi Québec. To be eligible, you must have a permanent residency, be unemployed or underemployed, and a non-student. To get approved, please make an appointment with an agent at your local employment centre and tell them that you would like to become eligible for this position, dossier #432916-1. You will get from them a letter of eligibility. Attention: We encourage interested applicants to contact an agent as quickly as possible as making an appointment can take up to a week.**

To apply, please drop off or email your CV, cover letter and **Emploi Quebec letter** of eligibility to Pier Liné at 111 Roy East or pier(at)santropolroulant.org by March 19th at 09:00am. Incomplete applications will not be considered. Candidates will be contacted only if they are chosen for an interview. For more information, contact Pier at 514.284.9335, write to rh(at)santropolroulant.org, or visit www.santropolroulant.org.