

cultiver  
cuisiner  
partager



food  
people  
community

*Santropol Roulant is hiring!*

# Food Transformation Coordinator

Santropol Roulant is seeking a positive, passionate, and collaborative individual to join our team as our new *Food Transformation Coordinator*.

## 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.

The Roulant's staff is young and dynamic with job descriptions and responsibilities that can exceed experience. As such, opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture is to offer support as together we develop the competencies required to ensure that our collective impact matches organizational and personal aspirations.

## About the position

Accountable to the Executive Director, the person in this **new position** is responsible for planning, designing and implementing of our growing work in food transformation.

The Food Transformation Coordinator will contribute to Santropol Roulant's auto-finance program by transforming [farm](#) and [urban garden](#) produce (surplus, b-grade or otherwise) as well as donations into value-added products. The candidate will also develop and conduct market research for value added food products. He or she will also play a central role in our ever-expanding [catering service](#) and [frozen meal](#) initiatives. The chosen candidate will gain skills in cooking, conserving, product research and marketing, food security, and volunteer coordination.

## Key Responsibilities

### July through October

- Transform harvested produce (canning, freezing, drying, in-office store, catering, etc.)
- Lead volunteer food transformation shifts
- Glean extra harvest from the Roulant's peri-urban farm
- Help with market set-up and tear down, including inventory of leftover produce and assessment of best use
- Manage an in-office store (stocking of fridge and shelves, pricing, client-relations, coordinating volunteers, managing float, etc.)
- Maintain ongoing communication with kitchen and farm teams
- Liaise with Santropol Roulant's volunteer collectives ([Beekeeping Collective](#), [Fruits Défendus](#), etc.) for sale of various food items (honey, jams, etc.)

### November through June

- Lead volunteers in the production of frozen meals
- Manage in-office store
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- Develop value-added food products that highlight and promote Santropol Roulant produce by conducting market research that would eventually be sold in local stores

• *In collaboration with the Auto-Finance Coordinator and Kitchen Manager*

- Support with the production of catering services and logistics (including deliveries)
- Promote and market the frozen meals and catering service (flyers, social media, etc.)

- Support with organization of the freezer (walk-in and in office)
- Help recruit volunteers for frozen meal and catering shifts

The tasks are not limited to the above list and as this is a new position we expect that they will evolve. The person hired will actively contribute to the development of her/his tasks.

## **We are looking for candidates with the following interests, skills, profile and experience**

### *Food Transformation*

- Experience working in a kitchen
- Experience and/or strong interest in canning, pickling, dehydrating, or other transformation techniques
- Experience and/or strong interest in small scale agricultural harvest methods is an asset
- Interest in urban food systems

### *Business and Marketing*

- Highly motivated, strong sense of initiative
- Experience in starting new projects
- Entrepreneurial spirit and strong business sense
- Good communication skills, including fluency in French and English, esp. written
- Experience in related field such as marketing, communications or business is an asset

### *General*

- Experience working with volunteers
- Ease with working in a team and independently

### **Skill development Santropol Roulant offers**

- Experience working in a not-for-profit organization with a commitment to taking a holistic and integrated approach to delivering its mission
- Leadership development
- Cooking and transformation techniques
- Volunteer coordination
- Budgeting
- Revenue forecasting
- Team development
- Written and oral communication

### **Additional Details**

This is a full-time permanent position with 40 hr/week, **Tuesday-Saturday schedule**, and an hourly wage of \$15.00. The expected start date is in early June.

**\*\*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 go to your [local employment centre](#) and tell them that you would like to become eligible for this position, dossier #440950-1. They'll set a phone interview with you to allow you to 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, mail or drop off your **CV, cover letter** and **Emploi Quebec letter of eligibility** to our offices at 111 Roy Street East, or send your application by email to [rh\(at\)sanropolroulant.org](mailto:rh@sanropolroulant.org) before June 2<sup>nd</sup>, 2014 at **9:00am**. Applications should be addressed to the *Food Transformation Committee*. Incomplete applications will not be considered. Due to a high amount of applications, candidates will be contacted only if they are chosen for an interview. The first round of interviews will take place around the first week of June. For more information contact Pier at 514-284-9335, or at [rh\(at\)sanropolroulant.org](mailto:rh@sanropolroulant.org), visit our website <http://sanropolroulant.org/>, or stop by our office.

**Santropol Roulant is an inclusive environment. 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 feel free to indicate so in your letter, if this is your case.**

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