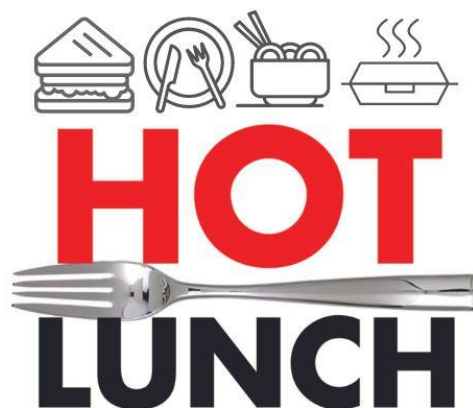


# HOT LUNCH COORDINATOR



Immaculata's PSG is looking for an individual to coordinate the outside end of the hot lunch program. This position involves working with vendors and arranging the schedule as well as payment. It is a great way to fulfill parent participation hours. The hot lunch program is a crucial fundraiser for our school as well as a very appreciated service for many of our families. We are in immediate need to fill this placement. If you think you have what it takes, please consider volunteering for this. Contact Mrs. Sturgeon at [tsturgeon@cisnd.ca](mailto:tsturgeon@cisnd.ca)

## About the Hot Lunch Position:

- The time commitment is approximately one hour per week including being "on-call" to help manage unexpected issues such as late or missed deliveries.
- The Hot Lunch Coordinator works with vendors to:
  - o Set the schedule of lunches, two months at a time
  - o Communicate orders received to the vendors
  - o Arrange for delivery of lunch at the appropriate time
- Admin required:
  - o Programming the hot lunch website
  - o Arranging for payment of vendors by cheque
- This role also includes:
  - o Developing and maintaining relationships with existing vendors
  - o Seeking out and exploring options for adding new vendors to the program
  - o Following up with local businesses interested in joining the program
  - o Working closely with school staff who manage on-site operations