

Hot Lunch Coordinator

Job Description:

- Responsible for choosing vendors and items that align with the BC Ministry of Education Food Sale Guidelines;
- Price items to maximize profits within reasonable limits and taking account of varying budgetary constraints;
- Upload items to ordering menu in cooperation with the Munchalunch Admin team;
- Places Hot Lunch orders with vendors weekly;
- Print labels for milk and cookies and drops them off at school each week;
- Coordinate Volunteer(s) to pick up deliver and label milk and cookies;
- Ensure that invoices are paid on a timely basis;
- Respond to any queries or emails in a timely manner;
- Ensure open communication with Vendors regarding feedback.

Job Requirements:

- Organized;
- Excellent communication skills;
- Problem Solver;
- Passion for health and food would be a great asset.