



Sustainability Coordinator

Full Time Summer Contract for 19 weeks April 25-September 3, 2022
35 hrs/week Salary \$18.10/hr \$633.50/wk Salary + 4% vacation
\$12,036.50 + \$481.46 = \$12,517.96 + MERCs

SUSTAINABILITY RESPONSIBILITIES:

- In collaboration with Pam, review and implement the strategic recommendations of our Company's Sustainability Plan, submitted late 2020 over the summer employment opportunity
- Evaluate and maintain the Sustainability Page on our website and create then post relevant weekly social media content to actively engage our customers and stakeholder in our impact efforts
- In collaboration with Chef Pam and the financial team, you will research and help set realistic timelines and develop proposed budgets for the company's 1-5 year Sustainability plan by end of July 2022.
- Provide education, supervision and support to staff and interns as we transform our new space in Guelph into form a sustainable and functional youth & family Culinary + Wellness Center (April to September 2022)
- Provide leadership in advising and overseeing the key sustainable aspect of construction & botany that the Company commits to., as you advise and educate the management teams about best practices that will enhance all functions of our sustainability objectives during this build of our new Culinary Studio.
- Provide exemplary Sustainability related communications in both oral and written form, and well as at community presentations, media events, fundraising events or other relevant meetings that will ensure we are meeting the interests of our strategic partners and key stakeholders
- Set up, maintain and advise our new e-commerce team regarding our website sales so that we are integrating best practices as we choose new product and service offerings for our Gourmet to Go, cooking classes and Marketplace culinary items. Sales targets are to increase online monthly by 20% with significant expansion expected in Guelph and then to reach Ontario wide.

- Work with the Director to establish KPI's for staff performance measures that align with corporate sustainability by July 2022, that will be integrated into staff performance evaluations
- Manage the promotion of SDG's and our sustainability commitments that will contribute to our investment targets
- Assist in writing grant applications in collaboration with our leadership team to ensure fundraising for our COVID recovery in 2022
- implement signage and develop procedures for day to day operations of our sustainability plan in new Guelph location
- develop an exemplary educational Sustainability unit for our Junior Chef programs and accompanying Powerpoint for youth with neuro-diverse needs
- conduct monthly Volunteer Trainings as a team member and take leadership for enhancing and presenting our Sustainability Training to these groups
- source, assess and apply for grants for any significant capitol investments that could enhance our new location and make it more sustainable including, but not limited to installation of a living wall, landscaping that improves natural habitat and the facilitation of a new organic teaching garden summer 2022, electric car charging stations, bike rack installation, ventilation systems/HVAC improvements and hydro panels.