



Environmental Planner

Full Time 8 Week Summer Youth Employment Contract 2022
35 hrs/wk ; \$19/hr *Start date no later than July 6th-August 31st

SUSTAINABILITY RESPONSIBILITIES:

- In collaboration with Pam, finalize the draft sustainability plan submitted Nov 2020 by and complete the Sustainability Page to be active on website Jan 31, 2021.
- In collaboration with Chef Pam and the financial team, including consultants, set realistic timelines and develop proposed budgets for the company's 1-5 year Sustainability plan by end of Feb 2021.
- Implement staff onboarding process, including documentation & volunteer training programs to ensure targets are met by end of Feb 2021.
- Establish staff performance measures to align with corporate sustainability goals end of Feb 2021 that will be integrated to performance evaluations.
- Manage the promotion of SDG's and our sustainability commitments that will contribute to the successful investment readiness goal of KWCF grant to increase grant awards to \$100,000 in 2021.
- Assist with the writing and timely submission of all grant applications in collaboration with our leadership team to ensure COVID recovery of +\$100,000.00 in 2021.

SOCIAL IMPACT

- Research best practices and establish an effective donation system and processes for philanthropic donations, corporate sponsorship and monthly donations process for Fan/Joy Jr. Chef expansion so that we can meet our target of reaching 1000 youth and family members in 2021, making the program more accessible with a youth scholarship fund/Social Impact Fund which may include a sliding scale fee structure.
- In collaboration with the marketing and leadership team, assist with the development and implementation of Fan/Joy's marketing strategy and a fundraising campaign to fund the Social Impact Fund, to reach \$50,000 in donations and/or grants by end of Q2 including website & increasing corporate donations for the establishment of the new Youth & Family Culinary Center.
- Implement efficient and effective system to increase overall website donations by 25% and monthly membership commitments of 25 people by end of Q2.
- Conduct relevant quarterly customer focus groups to determine current market needs of our ideal customers and how our current offerings are meeting those needs/pricing/customer retention goals etc.. Summarize and document feedback.

DAILY OPERATIONAL RESPONSIBILITIES:

- Assist Pam and the professional team to establish the company's new governance model, create the procedures manual, relevant job descriptions, recruitment and evaluation processes, needs assessment and/or design process as needed for various space and other needs with the intention of relocation to Guelph summer 2021, creation of financial forecasts for funding/investment needed for the center, and any other tasks that emerge in the creation of the new "Fan/Joy Counselling & Culinary Learning Center." Provide

supervision to staff and interns to transform current space in Hillsburgh to form a functional Culinary Training & Counselling Center, Jan to March 2021, including transformation of upstairs office/s & group room/kitchen/video forum to meet key company objectives as we pivot.

- Provide exceptional phone and in person customer service to elevate brand standards and provide role modeling to other staff and interns about the same.
- Assist remote and onsite staff, as well as MSW or other interns, to implement relevant tasks that facilitate generation of sales revenue targets by promoting & executing exceptional Jr. Chef & Counselling programs, Sustainability and Social Impact objectives and the development of our Volunteer programs for Q1.
- Implement signage and develop procedures for day-to-day operations of our sustainability plan for Hillsburgh and new Guelph programs, assigning tasks to staff/students as needed.
- Provide daily supervision and job responsibility feedback to staff as required working within the key areas of your Management.
- Professionally convey relevant information and be a brand ambassador to promote company objectives to our key stakeholders, partners, advisors and collaborators. In this role you will work closely with Chef Pam to implement all current projects, provide feedback within the leadership team to the new advisory.
- Set up, maintain and promote registration for our Jr. Chef and counselling services being the key liaison with parents as we onboard our clinical team of staff Q1. You will work Pam and with those key staff as they onboard to build out the job descriptions and develop best practices for reaching

our goal of 1000 youth and family members reached with Jr. Chef programs in 2021.

- Set up, maintain and promote our new Shopify website to reflect new product and service offerings for our Gourmet to Go and Marketplace. Sales targets are to increase online sales monthly by 20% with significant expansion expected in Guelph, Georgetown, Orangeville and Oakville by March 2020.
- Conduct phone interviews and follow up with G2G customers, establishing a base of relevant questions, processes and recommended documentation that can be implemented by cooks and/or interns in future to improve overall quality and services.
- Exercise flexibility and proficiently perform other duties as may be required.
- This job description, role and hours will all be subject to the ongoing and ever changing needs of the company as we respond to the current COVID 19 crisis and global pandemic and as such is subject to change at any time in response to public health concerns or unprecedented government directives or recommendations affecting small business operations.