

Nutrition Liaison Officer

2 – Permanent Positions

Business Services

CUPE Local 4400 Unit C - Grade N (12 Month)

\$44.67 - \$52.41 per hour

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

Reporting to the Manager, Student Nutrition Program, the Nutrition Liaison Officer will be responsible for coordinating support and resources for the 500+ school-based student nutrition programs across the TDSB.

The Nutrition Liaison Officer will:

- work with schools, the community, parents, partners and other levels of government to ensure that all students have access to healthy meals or snacks. This will involve mobilizing local communities, assisting schools with the launch of new programs, problem-solving and soliciting local community support and resources to ensure the ongoing sustainability of these programs.*
- act as an ambassador for the TDSB student nutrition programs and the documented link between nutritional intake and academic success. This will involve participation in community forums, external committees, internal communication, conferences and special events, and other outreach activities.*
- ensure school-based programs achieve attainment of municipal and provincial funding criteria as well as alignment with Board policies, procedures, and directives.*

Summary of Duties:

- Build program capacity including school/community development, helping programs to become sustainable through development of local support networks.
- Participate on local area committees, municipal committees, coalitions, research partnerships, policy development groups and inter departmental committees.
- Prepare/develop manuals and standardized best practices.
- Organize training seminars.
- Recruit, onboard, and recognize volunteers.
- Generate resources and support fundraising efforts.
- Implement partnerships with other sectors in support of meal and snack programs (e.g., food banks, corporate sector, faith communities, charitable sector).
- Represent the Board on student nutrition programs (e.g., through public speaking, communicating with the media, etc.).
- Develop initiatives in collaboration with internal teams and stakeholders to enhance student leadership opportunities, food literacy, skills, and curriculum connections.
- Strengthen the connection of student nutrition programs to the Board's multi-year strategic priorities.
- Liaise with internal teams and external partners for program supports and improvements.
- Collect and track necessary program data.
- Assist with local program operational needs and problem-solving as needed.
- Prepare correspondence and reports.
- Work on special projects.
- Other related duties as assigned.

Qualifications:

- Post-secondary degree in Nutrition, Food Services, or a related discipline and four years' progressively responsible nutrition services experience, or an equivalent combination of education and experience.
- Experience in community development and local fundraising.
- Experience in recruitment, training and management of volunteers.
- Experience in assessment and capacity of local school/community groups to manage sustainable student nutrition programs.
- Experience in program development and implementation in an educational or community setting for children and youth.
- Experience with the full life cycle of program design including monitoring, evaluation, and learning.
- Experience as a participant on municipal committees, coalitions, networks, internal Board committees and excellent relationship stewardship and collaboration skills.
- Knowledge of food and labour cost control and the implementation of corrective measures to ensure limited resources for programs are used wisely.
- Excellent written and oral communication skills including effective presentation skills.
- Competency with different digital tools and platforms (e.g., Microsoft 365 applications).
- Ethnocultural sensitivity gained from experience working with diverse communities.
- Knowledge of nutrition and food service, child nutritional development requirements and food system issues.

Special Requirements:

- Provision of own vehicle for Board Business.
- Requires regular travel across the TDSB.
- May be required to support programs by attending evening meetings and periodically weekend meetings.

Location: John Polanyi C.I, Wheelchair Accessible

Shift: 8:30 a.m.- 4:30 p.m. *Subject to operational needs

Work Year: 12 months, Hybrid Work Eligible

Hours: 35 hours per week

Please Note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: ApplicationS@tdsb.on.ca
2. With competition # **CUPE C-26-1008UE** in the subject line
3. Apply no later than 4:30 pm on February 11, 2026.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103, Flexible Working Arrangements](#) for more information.