



Facilitator Application

Food Skills for Families

This document package contains:

Facilitator Role Description
Facilitator Application Form

How to Apply

To apply for the Food Skills for Families Train-the-Trainer program complete the following form and return it to FoodskillsBC@bccdc.ca. Once your form is submitted someone from the Food Skills team at BC Centre for Disease Control will contact you to confirm your eligibility.

Facilitator Role Description

By attending the 3.5 day Food Skills Train-the-Trainer Program individuals learn how to teach the Food Skills for Families program and earn certification as Program Facilitators. It is expected that Facilitators bring with them a keen interest and excitement about healthy eating, cooking and safe food handling. This includes having a basic knowledge of the Canada's food guide and nutrition.

Once trained, Community Facilitators work with the Food Skills for Families team to set up and facilitate programs within their community. Programs are targeted towards specific priority populations and follow a hands-on curriculum. Facilitators are responsible for leading each of the six sessions as laid out in the program's Facilitator Guide; organizing a grocery store tour for one of the sessions, purchasing groceries ahead of each session, ensuring participants correctly complete forms during the program, communicating any issues with the Food Skills for Families team and returning all materials to BCCDC once the program is complete.

Requirements

- Current Employee of Partner Organization**
Applicants must be employed by an organization that plans to host a Food Skills for Families program within six months of training date. Organizations must be approved by BCCDC prior to training and meet the programs *Host Requirements*. Applicants are expected to deliver the program as part of their current role with their organization. Volunteers and independent contractors are not eligible to attend this training.
- Food Safe Certification**
Applicants must have level one FOODSAFE Certification. A certificate of completion must be submitted to BCCDC prior to attending the Food Skills training.
- British Columbia Resident**
This application form is intended for B.C. residents only.

Responsibilities

- Ensure a Suitable Kitchen and Teaching Environment**
Ensure the kitchen space is suitable for 14 individuals to cook comfortably. If the kitchen is smaller an adjoining area can also be used for food preparation. Ensure a teaching area with table and chairs that can comfortably accommodate 14 individuals seated around a communal table. All hosts and kitchens must receive prior approval from the Food Skills for Families team and meet the program *Host Requirements*.
- Schedule Program**
Book the kitchen space according to the session schedule. Programs run one day a week for three hours over the course of six weeks and require an average time commitment of 33 hours, this includes time to shop for groceries, facilitate the class and do paperwork.
- Facilitate the Program**
Programs must be led as outlined in the Facilitator Guides. Modifications to content and delivery timeline are discouraged and must be approved by the BCCDC.
- Organize the Session Five Shopping Tour**
Select a grocery store, connect with store manager to gain permission to conduct a store tour, lead the tour.
- Communicate with BCCDC**
Communicate with the Food Skills Team at the BCCDC as needed prior, during and post program. Mail and email forms back to BCCDC as required.

Expectations

- Teaching Experience**
Previous group teaching experience with the ability to make learning easy and fun for adults preferred. Experience running a community kitchen would be an asset.
- Experience Working with Diverse Populations**
The Food Skills for Families program has been developed into five curriculums for the Indigenous, newcomer, lower income, Punjabi and senior populations. The program has also been successfully delivered to other various groups using these curriculums, including the mental health population, men's only groups, and pregnancy outreach programs.
- Enthusiasm for Health**
Keen interest and excitement about healthy eating, cooking and safe food handling. This includes having a basic knowledge of the Canada's food guide and nutrition.
- Confidence in the Kitchen**
High level of cooking skills and confidence and ability to conduct food demonstrations.
- Effective Communication Skills**
Ability to communicate effectively. Have strong speaking, reading and writing skills, as well as strong interpersonal skills.
- Empathy**
Ability to accommodate various skill levels and provide support for those who need it.
- Vehicle**
Use of own vehicle for grocery shopping.
- Computer Access**
Access to internet and comfortable communicating via email and filling out forms in excel.

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BC Centre for Disease Control
Provincial Health Services Authority

APPLICANT DETAILS

First Name	
Last Name	
Alternate Name	
Job Title and/or Professional Designation	
Position Details	Full/Part Time Contract ending:
Home Address	
Work Email	
Work Phone	
Work Cell	
Other Email	

ORGANIZATION DETAILS

Organization Name	
Department/Program	
Organization Address	
Kitchen Location	On Site Off Site If program will be held at a location other than the address listed above please provide the kitchen name and address.

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ORGANIZATION DETAILS continued...

<p>Previously Trained Staff</p> <p><i>List any previously trained staff and indicate if they are current employees.</i></p>	
<p>Briefly describe your organization (mission/vision/etc.) and how delivering the Food Skills for Families program fits into the organizations plan.</p>	
<p>Briefly describe your position and the program/department you work with. Include details on the clients you would run the Food Skills for Families program to, once trained.</p>	

INDIGENOUS CONNECTIONS

<p>Is your organization located on a reserve?</p> <p>Yes</p> <p>No</p>
<p>Will any of the programs you deliver include Indigenous participants?</p> <p>Yes</p> <p>No</p>
<p>If YES: Please list the Bands / Nations your organization works with.</p>

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Confirm your understanding of the requirements by signing below.

- I am a current employee of the above mentioned organization and am able to deliver the Food Skills for Families program as part of my job.
- I understand that BCCDC will not provide a wage for me to deliver Food Skills for Families programs.
- I have read and understand the Role Description, Requirements, Responsibilities and Expectations sections listed above and satisfy all requirements.
- I currently have a valid Level One FOODSAFE Certificate or plan to get one prior to training.
- I understand that upon completion of the training, I must lead my first Food Skills for Families program within six months in order to maintain the certification.
- I plan to deliver at least one Food Skills for Families program per year once trained.

SIGNATURE

Applicant Signature

Applicant Name

Date

Once completed, email form to FoodskillsBC@bccdc.ca

BC Centre for Disease Control (BCCDC) Privacy Statement

BCCDC respects your privacy. The information we collect ensures that our Food Skills for Families program staff can respond to subsequent inquiries and can continue to provide the best possible programs and services appropriate to your individual needs. The information gathered is also used to help guide BCCDC to inform future program updates. Your personal information is collected in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the Food Skills for Families program, please contact foodskillsBC@bccdc.ca.