



JOB POSTING



Food Services Assistant

Contract June 24, 2024 to August 23, 2024
31 hrs per week for 9 weeks at \$17 / hour

Position Description

The Food Services Assistant is responsible for assisting with various aspects of operating our food banks and HE Food Hub. This position involves supporting the HE Food Hub Manager with operational tasks and fostering a positive and inclusive environment for volunteers & members alike.

Key Responsibilities (condensed)

Service Delivery (~75% of time)

- Assisting with various aspects of operating our food banks & Food Hub, including stocking shelves, cleaning, receiving, recording & sorting donations, preparing food hampers for clients, rotating stock & checking best before dates of products, interacting with volunteers.
- find & test recipes using slow-moving food stocks & create recipe cards to be used as handouts with foods from food bank.
- Assist with bulk re-packaging of foods for food bank distribution and bulk meal cook ups.
- Assist with staffing food drives

Administrative Tasks (~10% of time)

- Type out learnings into a basic food bank operations procedure manual for future students & volunteers
- Gather and report on volunteer hours at the Food Hub
- Prepare one brief report of activities to be shared with the Board of Directors

Communications & Social Media (~10% of time):

- Oversee information board for clients, including finding, posting and updating community & government services and events relevant to individuals living in poverty

Other duties (~5% of time):

Key Skills (condensed)

- Client service

- Teamwork
- Communication
- Leadership Problem-solving
- Resiliency

Qualifications

- This position is funded through Canada Summer Jobs; candidate must meet third party qualifications, including age eligibility requirements (must be aged 15 to 30).
- People with lived experience of poverty/food insecurity are particularly encouraged to apply

Hours and Work Environment

This position is for 31 hours a week for 9 weeks. These hours will fall almost exclusively during regular business hours. However, some evening and weekend work may be required.

This position requires travel to and from Highlands East Food Hub at 2249 Loop Rd, Wilberforce.

Equal Opportunity Employer

Central Food Network is proud to be an equal opportunity employer and we are committed to providing an inclusive work environment that respects and celebrates diversity. We do not discriminate based on race, ancestry, ethnic origin, citizenship, creed, religion, sex, sexual orientation, gender identity or expression, age, marital or family status, disability or any other characteristic protected by law in Ontario.

Application Process

Applications are being accepted until 10 am on Friday, May 10, 2024.

Please email your cover letter and resume to tina@centralfoodnetwork.org. If you are unable to email your application, please call 705-306-0565 to make other arrangements.

Full job description is available at: www.centralfoodnetwork.org

We thank all applicants; only those selected for an interview will be contacted.