

Title: **Food Bank and Warehouse Assistant** (Summer Student – conditional on Canada Summer Jobs Grant)

Report to: Manager, Emergency Food Services

Summary of Role:

Assist with day-to-day service of food programs including Food Bank, Warehouse and Home Delivery and research projects as designated by Manager, Emergency Food Services. Provide support to Food Bank and Warehouse volunteers with inventory, shelf stocking, sorting, receiving, organizing and cleanup. This position involves working in the service of clients at risk, receiving donations from donors, supporting events, supporting a team environment and working independently, and assisting staff driver with pick-ups and deliveries. Experience with problem solving, attention to detail and physical stamina (lifting 25-50 lbs.).

CORE COMPETENCIES

- Integrity
- Excellence
- Respect
- Teamwork & Collaboration
- Commitment to Diversity, Equality & Inclusion
- Conflict Resolution
- Oral Communication
- Privacy & Confidentiality
- Flexibility
- Customer Service Orientation

Principle Responsibilities:

WAREHOUSE

- Greet donors and receive inventory
- Weigh and track donations & spoilage
- Sort incoming donations, checking for date and condition
- Keep inventory organized and accessible
- Process cardboard and recycling

FOODBANK

- Stock shelves with available items
- Assist clients with shopping, counting, checking out and bagging
- Explain the point system and policies to clients and answer any questions they may have
- Be familiar with daily specials, item limits, and inventory changes posted
- Bag fresh items into appropriate portions
- Assist clients with carry-out and donors with large items where needed
- Other duties as assigned

Please respond with resume & cover letter by April 18, 2019 to Charlotte Redekop-Young by email: resumes@n2ncentre.com