

Title: **Emergency Food Warehouse Assistant**
Report to: Manager of Emergency Food Services

Summary of Role:

Assist with day-to-day service of food programs including Food Bank, Warehouse and Home Delivery and projects as designated by Manager, Emergency Food Services. Provide support to Food Bank and Warehouse 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 special projects, supporting a team environment, and working independently, and assisting staff with pick-ups and deliveries. Experience with problem solving attention to detail and physical stamina (lifting 25-50 lbs.). In addition, data entry and other duties as assigned.

POSITION DETAILS NOTE: Positions are dependent on confirmation of Service Canada, Canada Summer Jobs funding. Therefore, the term length may vary and is subject to change.

- Position term: 480 hours over 16 weeks
- Employment start date: Monday, May 9th, 2022
- Hours of work: 30 hours/week
- Schedule: Most daytime hours. Some evening work is required.
- Wage rate per hour: \$15.00 (not subject to change)

ELIGIBILITY NOTES These positions available pending funding through Service Canada, Canada Summer Jobs, which requires that all students: • Can complete the full hours before August 27, 2022. • Are between 15 and 30 years of age; • Are Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and • Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

CORE COMPETENCIES

- Physical Stamina
- Detailed-oriented
- Integrity & Respect
- Teamwork & Collaboration
- Commitment to Diversity, Equality & Inclusion
- Conflict Resolution
- Oral Communication
- Privacy & Confidentiality
- Flexibility
- Customer Service Orientation
- Microsoft Office

ASSETS (ideal but not required)

- Experience working with volunteers and community members in a leadership capacity
- Knowledge of, lived experience of, and/or commitment to issues of hunger, poverty, social justice
- Ability to speak a language relevant to the neighbourhood (e.g., Spanish, Arabic, or Kurdish)
- Valid First Aid certificate

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
- Bag fresh items into appropriate portions

FOODBANK

- Serve as Food Bank Greeter
- Stocks food bank, fridges, and freezers
- Assist clients with receiving food in food bank
- Prepare home deliveries and food boxes

Neighbour to Neighbour is providing essential services to our community during the COVID –19 Pandemic. We adhere to all provincial orders to protect the health and safety of staff, volunteers, and participants/clients.

To apply for this position, please send your cover letter and resume via email to resumes@n2ncentre.com by April 29, 2022. Please note "Emergency Food Assistant " in the subject header.