



Job Posting: 9 hrs/wk. 8 week temporary contract position.

Closes: June 20 @5pm

Anticipated Start Date: July 5

**Job Title:** Food Bank Intake Worker

(PT, Temporary 8 week contract, 9 hours/wk, M,W,Fri \$13.40/hr)

**Job Summary:** In keeping with Welcome Inn Community Centre’s Mission, Vision, and Core Values, administer food bank intake process and provide support to volunteers and customers of the Emergency Food Access Program at Welcome Inn Community Centre.

**Responsibilities and Duties—Food Bank**

1. Provide dignified and empathetic front-line support to community members accessing food programs.
2. Using the Link2Feed database system, accurately collect and record relevant data for people accessing the food bank.
3. Maintain confidentiality of community members’ personal information.
4. Ensure accurate data collection, database clean-up as needed in coordination with Food Bank Coordinator through Link2Feed System.
5. Work alongside volunteers as a peer support in unloading, sorting, packing, and distributing food as needed.
6. Provide feedback to food bank coordinator regarding the daily processes and problem-solve issues that may arise.
7. Ensure a healthy, respectful and safe environment in the food bank for volunteers and customers alike in accordance with Health & Safety practices.
8. In consultation with the food bank coordinator, manage difficult community member interactions, so that everyone concerned remains safe. Report any incidents to the food bank coordinator, filling out appropriate paperwork.
9. Assist with recruiting donations as needed.
10. Meet weekly with the Food Bank Coordinator to discuss any relevant issues that emerge.

Please send your resume, cover letter in confidence by email to: [Krista@welcomeinn.ca](mailto:Krista@welcomeinn.ca) by Tuesday June 20 @ 5pm. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted. Anticipated start date: July 5, 2017

**Connecting people and building resilient *community: it’s a two way street***