



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

Closes: June 20 @5pm

Anticipated Start Date: July 5

Job Title: Food Bank Worker

(PT, Temporary 8 week contract, 18 hours/wk, Mon, Wed, Fri \$15.85/hr)

Job Summary: In keeping with Welcome Inn Community Centre's Mission, Vision, and Core Values, work in the food bank program to assist with the movement and distribution of food in the Emergency Food Bank at Welcome Inn Community Centre.

Responsibilities and Duties—Food Bank

Coordinate all aspects of food bank operations including:

1. Provide dignified and empathetic front-line support to community members accessing food programs.
2. Assist with the unloading and storage of food supplies and distribution:
 - a. Ensure food is handled and stored safely and cleanly in accordance with food safety protocols.
 - b. Oversee food flow so that expiring items are handed out in good time.
 - c. Ensure all food bank areas are cleaned at the end of each day.
 - d. Ensure that when supplies are low, the Food Bank Coordinator is notified
 - e. Weigh and track all donations of food, providing donation slips to Food Bank Coordinator.
3. Work alongside volunteers as a peer support in driving the truck to pick up donations, unloading, sorting, packing, and distributing food.
4. Ensure a healthy, respectful and safe environment in the food bank for volunteers and customers alike. Manage difficult and inappropriate behaviours so that everyone concerned remains safe. Report any incidents to the Food Bank Coordinator, filling out appropriate paperwork.
5. Must be able to lift 50 lbs, utilize carts, bins, and shelving units as needed.
6. Assist with recruiting donations as needed.
7. Report to Food Bank Coordinator.
8. Perform other duties as assigned by the Food Bank Coordinator.

Requirements

- 2-3 years relevant work experience.
- Valid G class driver's license, with clean driving record.
- Ability to obtain a vulnerable sector screening police check.
- First Aid/CPR/NVCI training an asset.
- Post Secondary Education in a related field.
- Food handler's certification an asset.
- Working knowledge of Microsoft Office Suite and computers databases.

Please send your resume, cover letter in confidence by email to: 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*

Reviewed: June 14, 2017