



Food Bank Operations Assistant

ORGANISATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community driven and led charity in South Scarborough focused on Food Insecurity and Poverty in the region. Born out of the 2020 pandemic, Feed Scarborough has three levels of approach to Food Insecurity. The “Urgent Need approach (We run 6 Food Banks, Mobile Soup Kitchens, Farmers Market and Covid Vaccine awareness Programmes), The “Long Term Sustainable” approach (We run business incubation programme for our clients, Culinary and Hospitality training programme for Youth, Community Gardens and training on growing sustainable food), The “Systemic” approach (We realize that we can never solve the food insecurity problem without significant policy change. Food is a Human Right in Canada, and we need our governments to uphold the commitment that Canada made over 50 years ago. Currently we serve over 7500 community members every week through our programmes.

ROLE OVERVIEW

The Food Bank Operations Assistant plays a pivotal role in ensuring the seamless functioning of the food bank. The position involves a diverse set of responsibilities, ranging from day-to-day operations to strategic initiatives that enhance efficiency and community engagement.

Position Responsibilities:

- Assist in the day-to-day operations of the food bank to ensure smooth functioning.
- Assist in receiving, sorting, stocking and distribution of food items.
- Conduct inventory management tasks, including monitoring stock levels and organizing incoming donations.
- Support the implementation of food safety protocols to ensure the quality and integrity of donated items.
- Assist in coordinating volunteers for various tasks, including sorting, packing, and distributing hot meals at the hot meal programmes.
- Support outreach and awareness initiatives to engage the community and increase participation in food assistance programs.
- Assist in maintaining a clean and organized foodbank and storage space for efficient operations.
- Provide excellent customer service to clients accessing the food bank, addressing inquiries and offering assistance.
- Contribute to the development and implementation of operational procedures to enhance efficiency.
- Handle any other operational tasks or special projects as assigned by the supervisor.
- Work in compliance with health and safety regulations to ensure a secure environment for both staff and clients.



KEY SUCCESS FACTORS

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information
- Professionalism
- Problem Solving
- High school diploma or equivalent education required
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- ***This is a part of Canada Summer Jobs programme, so you will need to be between the ages of 15yrs – 30 years, and be a citizen or permanent resident or refugee claimant in Canada.***

We are excited to talk to you about the opportunity to join our team! Please Email your cover letter, resume to: hr@feedscarborough.ca - Please identify the position that you are applying for, in the subject line.

Application Deadline: As Soon As Possible

Job Types: 8 weeks, starting As Soon As Possible

Salary: \$16.55 per hour

Schedule:

- 7 hours per day (35 hours per week)
- Typically Tuesday to Saturday (11am – 6:30pm) – Some Weekends and evenings might be required)
- **Work Location: 4630 Kingston Rd, (Morningside and Kingston Road), Scarborough, ON, M1E 4Z4**