



L'ASSOCIATION JAMAÏCAINE DE MONTREAL INC.
JAMAICA ASSOCIATION OF MONTREAL INC.

4065 JEAN-TALON OUEST, MONTREAL, QC H4P 1W6 TEL: 514.737.8229 FAX: 514.737.4861

FOOD BANK COORDINATOR

The Jamaica Association of Montreal runs a weekly food bank in collaboration with Moisson Montreal. This program provides food for families in need that are primarily located in the Côte-des-Neiges – Nôtre-Dame-de-Grace borough as well as surrounding areas.

Responsibilities

Reporting to the Program Director, the Food Bank Coordinator will work collaboratively with staff and board members to:

1. Collect pre-order, select produce and other items at Moisson Montreal;
2. Bring food into the food bank, (volunteers may be available);
3. Sort and put food away into the proper storage spaces; (volunteers may be available);
4. Distribute larger quantities of food into smaller packets, as needed;
5. Create the list of weekly items, take photos of items, place the list and photos on our Facebook page;
6. Track the number of participants benefiting from the program;
7. Give instructions on and distribute registration form;
8. Participate in the yearly Hunger Count for Moisson Montreal and for City records;
9. Collect money for the food bank funds;
10. Distribute selected food to clients;
11. Work collaboratively with volunteers;
12. Keep the food bank area and entry on food bank days clean;
13. Prepare, sweep and mop the entrance, stairs, hall leading to food bank and food bank before and on each food bank day;
14. Attend meetings with Moisson Montreal, as needed;
15. Any other tasks needed to benefit the food bank.

Requirements / Qualifications

Our Food Bank Coordinator must:

1. Have sound analytical thinking, planning, prioritization, and execution skills;
2. Be able to communicate effectively both verbally and in writing in English (necessary), French an asset;
3. Have knowledge of Microsoft Office and use of social media;
4. Have attention to detail, reliable, committed, autonomous and team player, and highly motivated;
5. Be punctual and have a good work ethic;
6. Be qualified with MAPAQ for food handling.

The Jamaica Association is highly committed to Employment Equity and encourages all qualified applicants.

Works hours: 10 -20 hrs / per week (Wed-Fri)

Hourly pay: \$16/ hour

Duration: year-round (holidays notices given)

Start date: September 8, 2021

Submit cover letter and resume to: Sharon Nelson, sharon.nelson@jam-montreal.com

OUR MISSION: The Jamaica Association of Montreal Inc. is committed to the social, political, economic, educational, and cultural integration of the Jamaican Community and, by extension, the Black Community within Montreal, and the Province of Quebec. Our organization is involved in assessing the needs of the community and providing services through either a referral system or direct access.

Phone: 514-737-8229 * Email: Info@jam-montreal.com

[Website: www.jam-montreal.com](http://www.jam-montreal.com) * [Facebook: www.facebook.com/jammontreal](https://www.facebook.com/jammontreal)