

## Food Bank Support Worker Trainee

[Miziwe Biik Funded]

**Organization:** Daily Bread Food Bank

Daily Bread Food Bank is one of Toronto's most recognized non-profit, charitable organizations and is dedicated to ending poverty and hunger in our communities. Daily Bread Food Bank solicits and distributes food to individuals and families in immediate need of assistance through a network of over 140 member agencies. For more information, visit [www.dailybread.ca](http://www.dailybread.ca).

**Job Title:** Food Bank Support Worker Trainee

**Reporting to:** Food Programs Coordinator

**Location:** 191 New Toronto Street, Toronto, ON M8V 2E7

**Contract Terms:** 35 hrs/week (\$20.00 per hour)

**Contract Dates:** Monday, July 23, 2018 to Friday, March 29, 2019

**Eligibility:** Must be registered, or be eligible to register with Miziwe Biik  
<https://www.miziwebiik.com>

### The Position

Provides direct support to clients accessing Daily Bread's New Toronto Street Food Bank. Assist with client intake, food distribution, data entry, and participant engagement. This a trainee position and the successful candidate will be provided with a range of training opportunities at Daily Bread and other organizations for the duration of this contract.

### Responsibilities

- Assistance and support to program staff regarding the daily operations of food bank programs located at Daily Bread and at the Allan Gardens Food Bank.
- Placing and receiving food orders, and preparing food for distribution.
- Working directly with clients, completing client intake and assessment, as well as providing information and referrals and other supports to clients may require (housing, legal, etc.).
- Training, support and supervision of volunteers; assistance in organizing and delegating tasks to volunteers.
- Working with the Volunteer Action Committee to further program development and community responsiveness.
- Provide support in program evaluation.

### **Education/Experience**

- Candidates with experience related to social or community work, community development and/or related skills are encouraged to apply.
- Experience working with diverse populations utilizing anti-oppression, community building, and participant-centred approaches to practice.
- Proven history of following through on tasks to completion.
- Ability to work independently as well as within a team approach.
- Ability to take a leadership role.

### **Key Competencies**

- Commitment to working for and with low-income people, diverse cultural groups, and to the principles of anti-oppression and social justice work.
- Understand the dynamics of working in a team environment and with volunteers.
- Excellent interpersonal skills and the ability to support, lead and train others.
- Strong ability to problem solve, multi-task, prioritize and manage conflicting needs and deadlines.
- Consistent ability to remain positive and calm under pressure, and to adhere to high standards of service.
- Commitment to continually increasing the ability of services to meet participant needs.
- Strong public relations skills.
- Ability to respond quickly and effectively to challenging situations.
- Verbal and written proficiency in English.

**To be considered, forward a covering letter stating why you are suitable for the role along with your résumé by **Wednesday, June 27, 2018** to:**

Human Resources  
Daily Bread Food Bank  
191 New Toronto Street  
Toronto, ON M8V 2E7

email: [hr@dailybread.ca](mailto:hr@dailybread.ca)  
fax: 416-203-0045

*Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups.*

*Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to [hr@dailybread.ca](mailto:hr@dailybread.ca) or call human resources at 416-203-0050, ext. 277.*

*Daily Bread Food Bank thanks all individuals who apply for this position and **will only contact** candidates who are selected for an interview.*