



## Food Bank Assistant

(Full-time, 1 year contract starting April 2018 - Subject to government funding).

The Stop Community Food Centre began over 35 years ago as one of North America's first food banks, and has grown into a vibrant community centre, using food as a tool to addressing many issues, including poverty, the environment, social isolation and health. The Stop's Food Bank strives to provide a dignified experience for members and places an emphasis on giving out healthy, local and seasonal food. The Food Bank is largely run by volunteers, many of whom also use The Stop's services and programs.

The ideal candidate for this position is energetic, patient, friendly and organized, with a good sense of humour and a passion for working with diverse people and good food. They also have solid leadership and communication skills, as well as a knack for getting things done in a dynamic environment.

*As part of the hiring process, candidates selected for an interview will be required to register as a client (or have already registered) with Miziwe Biik Aboriginal Employment and Training centre, our funder: <http://www.miziwebiik.com/>*

### Responsibilities:

- Assist in the day-to-day operations of The Stop's Food Bank and weekly Good Food Market, including maintaining a safe space and offering a respectful and dignified service.
- Assist in training and delegating tasks to the Food Bank and Good Food Market volunteer teams.
- Ensure that food hampers are distributed fairly, respectfully and efficiently.
- Responsible for sorting and stocking donations and produce, organizing and rotating fridges and shelves, and keeping Food Bank Coordinator apprised of inventory and food levels.
- Ensure deliveries for both the Food Bank and the Good Food Market are received and properly stored.
- Providing referrals to other food banks, Stop programs and community resources.
- Support Good Food Market outreach and promotion.

### Qualifications:

- **Must register as a client (or are registered) with Miziwe Biik Aboriginal Employment & Training**
- One year's experience working in social services or equivalent experience
- Excellent customer service skills, and good problem solving and decision making abilities
- An understanding of food insecurity and the underlying issues around hunger and poverty
- Ability to work effectively independently and in a team environment
- Empathetic, patient and the ability to work and serve individuals who may have multiple issues including: high levels of stress, mental health, homelessness and living in poverty
- Conflict resolution and crisis de-escalation abilities
- Ability to multitask and work in a fast-paced environment
- Ability to lift up to 50 pound and to be on your feet for an extended period of time
- General proficiency with computers, especially Microsoft Office

**Salary:** \$19.06/hour

**Hours:** 35 hours/week

**Start date:** April 9<sup>th</sup>, 2018

Please submit a cover letter and résumé by March 23<sup>rd</sup>, 2018. To: [amele@thestop.org](mailto:amele@thestop.org)

Subject: Hiring Committee – Food Bank Assistant