



PARKDALE FOOD CENTRE

Job opening: *Food Bank Assistant*

This position is part-time for a period of 18-weeks, starting June 24th; 14 hours/week (2 days); compensated at \$16.68/hour.

Job purpose

In light of the COVID 19 pandemic, PFC's food bank has shifted to a delivery (and scheduled pick-up) model operating four days/week. The Food Bank Assistant's role will be to support the team of staff in fulfilling food bank orders for our neighbours.

The ideal candidate is a strong team player, good listener, and able to be on their feet for 7 hours/day and lift 50lbs.

Parkdale Food Centre is a community leader and advocate for healthier more connected neighbours and neighbourhoods. We celebrate and make available foods beloved by various ethno-cultural groups; create more barrier-free opportunities to access fresh fruits and vegetables; and strive to equip all sectors to promote the health of their economically vulnerable neighbours.

Duties and responsibilities

- Assist in setting up and closing up food bank, including unloading deliveries of food and loading food bank orders in our delivery van
- Stock shelves, sort produce and arrange items to ensure smooth and safe packing process
- Carry out administrative functions necessary to support the smooth running of the food bank, including the accurate monitoring of the use of the centre and its services
- Maintains food pantry inventory by placing orders with vendors
- Provide phone reception services and take orders for neighbours requesting delivery or pick up of food bank orders.
- Records food bank orders in online registration system
- Packs food bank orders and stocks shelves as needed.
- Other duties as assigned

Working conditions

- This position is physically demanding: you must be able to be on your feet for 7 hours/day and able to lift 40-50lbs

Skills required

- Keen interest in food security and social justice issues
- Bilingual (French and English spoken)
- Driver's license and access to a vehicle is an asset
- Safe Food Handling certification is an asset

To apply:

Please submit your cover letter and CV to alissa@parkdalefoodcentre.org by **June 12th**.