

Title: **Emergency Food Warehouse Assistant** (Summer Student – conditional on Canada Summer Jobs Grant)
Report to: Manager of Emergency Food Services

Summary of Role:

Assist with day-to-day service of food programs including Food Bank, Warehouse and Home Delivery and projects as designated by Manager, Emergency Food Services. Provide support to Food Bank and Warehouse with inventory, shelf stocking, sorting, receiving, organizing and cleanup. This position involves working in the service of clients at risk, receiving donations from donors, supporting special projects, supporting a team environment, and working independently, and assisting staff driver (following in vehicle to keep with social distancing guidelines when needed) with pick-ups and deliveries. Experience with problem solving attention to detail and physical stamina (lifting 25-50 lbs.). In addition, data entry and other duties as assigned will be assignments for this position.

Employment dates: May 17 – July 16, 2021

CORE COMPETENCIES

- Physical Stamina
- Detailed-oriented.
- Integrity
- Respect
- Teamwork & Collaboration
- Commitment to Diversity, Equality & Inclusion
- Conflict Resolution
- Oral Communication
- Privacy & Confidentiality
- Flexibility
- Customer Service Orientation
- Microsoft Office

Principle Responsibilities:

WAREHOUSE

- Greet donors and receive inventory
- Weigh and track donations & spoilage
- Sort incoming donations, checking for date and condition
- Keep inventory organized and accessible
- Process cardboard and recycling
- Bag fresh items into appropriate portions
- Prepare food boxes

FOODBANK

- Assist clients with receiving food in food bank
- Ensure inventory is available
- Prepare home deliveries

Neighbour to Neighbour is providing essential services to our community during the COVID –19 Pandemic. We adhere to all provincial orders to protect the health and safety of staff, volunteers, and participants/clients.



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To apply for this position, please send your cover letter including the job title, as well as your resume via email to resumes@n2ncentre.com by May 7, 2021.

"Help is just a neighbour away"