



Position Title: Community Food Space Relief Staff

Organizational Profile:

Since 1986 North York Harvest Food Bank has been the primary food bank in northern Toronto. We distribute over 2 million pounds of food annually through our 37 member agencies running over 70 community programs.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is to engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education and long-term food solutions.

Position Summary:

North York Harvest is seeking relief staff to provide support to our Community Food Space programs as needed. The position will work closely with our Community Food Space Managers and will be trained in all aspects of managing the programs, with the intention of covering for our staff vacation or sick time.

Reporting Relationship:

The Community Food Space Relief staff report to the Senior Manager, Program Services

Hours:

Occasional, as needed.

Pay:

\$17 per hour

Key Responsibilities:

- Attends comprehensive training at each of the four Community Food Spaces
- Assists with the client intake process
- Provides information and referrals for clients to other food agencies and/or community and government services
- Helps to prepare and distribute food hampers
- Maintains case notes and records statistics
- Supports and supervises volunteers
- Maintains clear communication with Community Food Space staff, volunteers and placement students
- If applicable, manages deliveries and inventory
- If applicable, is responsible for managing opening, closing and maintenance of the space

Qualifications

- Excellent communication and organizational skills
- Prior experience working or volunteering at a food program an asset
- Experience working in low-income, diverse communities
- Experience working with volunteers
- Strong problem solving and analytical skills

- Ability to work evenings and weekends as required
- Computer proficiency in common office applications (e.g. Word, Excel, Powerpoint)
- Proficiency in a second language an asset

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups.

Please send cover letter and resume to mandy@northyorkharvest.com by Tuesday, November 17, 2020

We thank all applicants for their interest, however, only those to be invited for an interview will be contacted.

North York Harvest Food Bank, 116 Industry St, Toronto, Ontario, M6M 4L8.
www.northyorkharvest.com