

**Position Title:** Food distribution Assistant

**Organizational Profile:**

Since 1986 North York Harvest Food Bank has been the primary food bank in northern Toronto. Last year, we distributed over 2 million pounds of food through our 47 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, focused advocacy, and long-term food solutions.

**Position Summary:**

The Food distribution Assistant will provide support to North York Harvest Food Banks programs. The position will work closely with our Warehouse and food space teams to support food distrubution and provide relief support as required.

**Reporting Relationship:**

The Food distribution Assistant reports to Director, Operations

**Hours:**

30 hours for 7 weeks starting ASAP

**Pay:**

$16.10 per hour

**Key Responsibilities:**

* Helps to prepare and distribute food hampers
* Supports deliveries, and receiving and offloading of food orders at other NYH sites as needed
* Contributes to a supportive and inclusive team that works together efficiently, effectively and respectfully. Includes supporting and collaborating with all staff and volunteers
* Supports and supervises volunteers
* Other duties as assigned

**Qualifications**

* Excellent communication and organizational skills
* Passion for issues related to community development and food security
* Willingness to provide support to vulnerable and marginalized communities
* Warehouse experience is not required
* Experience working with volunteers an asset
* Computer skills: able to enter data into a computer using an existing database program
* Organized and punctual; works well in a fast paced environment
* Hardworking and reliable team player
* Must be able to lift 35 lbs
* Ability to make sound decisions on routine matters by adhering to specific rules

Please forward cover letter and resume to mandy@northyorkharvest.com, attention Mandy Ridley, Senior Manager, Program Services by **Wednesday, December 16th**. Please quote the job title in the subject line.

**PLEASE FILL OUT AND ATTACH ELIGIBILITY FORM BELOW TO YOUR APPLICATION.**

Applicants must be between 15 and 30 years of age and be legally entitled to work in Canada.

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

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