



**Position Title: Community Food Space Worker (contract)**

*\*\*Investing in Neighbourhood Position – please see eligibility below*

**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 Community Food Space Worker will provide support to North York Harvest's community programs. The position will work closely with our Community Food Space Managers to support the food bank services and provide relief support as required.

**Reporting Relationship:**

The Community Food Space Worker reports to the Senior Manager, Program Services

**Hours + Compensation**

Hourly rate of \$17.79/ hour CDN for 30 hours a week plus + 3% fixed-term contract premium, + 3% benefit allowance.

**Key Responsibilities:**

- 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
- Assist in program set-up and take down
- Maintains case notes and records statistics
- Supports and supervises volunteers
- Contributes to a supportive and inclusive team that works together efficiently, effectively and respectfully. Includes supporting and collaborating with all staff and volunteers
- Must adhere to all NYH's and Ontario Health and Safety rules and regulations
- Maintains a courteous and friendly rapport with co-workers, volunteers, agency representative and donors

- Other duties as assigned

**COVID-19 Requirements:**

- Required to work both remotely and onsite. Resources and equipment to work remotely will be loaned to the employee and must be returned at the end or termination of employment.
- To be able to work remotely, the incumbent must have access to stable internet.

**Qualifications:**

- Excellent communication and organizational skills
- Knowledge of food security and poverty issues
- 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)
- Ability to make sound decisions on routine matters by adhering to specific rules
- Ability to work independently and as part of a team
- Must be able to lift 35 lbs

***\*\* Investing In Neighbourhoods - Eligibility Criteria:***

To apply for this job opportunity through the Investing in Neighbourhoods Program, interested candidates must be OW (Ontario Works) participants living in Toronto. Investing in Neighbourhoods job opportunities are in not for profit community organizations and enable OW participants to: increase their skill level, develop contacts with employers, and obtain references with the goal of securing permanent employment.

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**Please forward cover letter and resume** to [mandy@northyorkharvest.com](mailto:mandy@northyorkharvest.com), attention Mandy Ridley, Senior Manager, Program Services by **Wednesday September 13<sup>th</sup>, 2023**. Please quote the job title in the subject line. Please note there will be rolling interviews as applications are received.

NYHFB is committed to employment equity and encourages applicants from equity-seeking/equity-deserving groups. We recognize that lived experience is as valuable as formal education and as such encourage members of the NYHFB community to apply (employees, volunteers, community partners, and/or clients). We strive for a workplace that reflects the diversity of the community we serve and in which we live.

NYHFB has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs know in advance. Information received related to accommodation requests will be treated with confidentiality.

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](http://www.northyorkharvest.com)

**PLEASE FILL OUT AND INCLUDE THE BELOW ELIGIBILITY QUESTIONS IN THE BODY OF YOUR EMAIL APPLICATION.**

1. *Are you currently on OW (Ontario Works)? Yes\_\_\_, No\_\_\_*
2. *Do you currently live in Toronto? Yes\_\_\_, No\_\_\_*