



**External Posting:**

**Position Title:** Albion Library Community Food Space Manager

**Department:** Programs Department

**Reports to:** Senior Manager, Program Services

**Direct Reports:** n/a

**Position Summary**

The Albion Library Community Food Space Manager, will lead the Food Space within the Programs Team at North York Harvest Food Bank. This role involves collaborating closely with Toronto Public Library, the programs team, students, and volunteers, while also working to strengthen community partnerships.

**Reporting Relationship:**

The Albion Library Community Food Space Manager will report to the Senior Manager, Program Services. This role has no direct reports.

**Hours:**

30 hours per week

**Compensation:**

Salary Range is \$29.14 - \$34.28 an hour, plus comprehensive extended Health and Dental Benefits (after 3 months), and three weeks paid vacation annually prorated to weekly hours.

**Key Responsibilities + Duties:**

- Ensure the effective and efficient operation of the food bank
- Oversee the inventory of food supplies and communicate needs with Manager, Program Services
- Oversee the onsite delivery program and ensure compliance with food safety regulations and guidelines
- Implement effective systems for storing and organizing food items
- Effectively manage and de-escalate arising situations within the food bank setting
- Communicate and collaborate with Toronto Public Library staff
- Engage with local community to raise awareness about the food bank services

- Provide information & referral services which include intake and case manager referrals, and follow up support, as needed
- Work closely with agencies, workers, students, volunteers to ensure a well-coordinated service system
- Develop and maintain strong professional relationships with community service organizations across the North York.
- Maintain excellent and timely documentation, files, and related reports and data entry
- Attending staff meeting, community and network meetings and taking part in professional development opportunities and trainings, as needed
- Staying informed about issues and trends related to food security, poverty, policy etc. that may affect our network and client base
- Actively contributing to a supportive and inclusive team that works together efficiently, effectively and respectfully
- Other duties as assigned
- Some evening and weekend work may be required

#### **Qualifications: Knowledge/Skills/Abilities**

- Strong leadership skills
- Strong organizational skills
- Effective communication and interpersonal skills are vital
- Excellent time management skills
- Experience working with diverse communities
- Knowledge of poverty, food security issues and social services in Toronto
- Knowledge of anti-oppression principles
- Strong communication skills and ability to work as a team
- Ability to exercise good judgment, problem solving, and flexibility in response to changing situations and needs
- Ability to de-escalate difficult situations an asset
- Computer skills (Link2Feed, MS Office, Excel, Internet, data entry, Google Apps, Canva and Gmail)
- Ability to work well with minimal supervision
- Ability to work evenings and weekends as required
- Knowledge of safe food handling practices an asset

#### **Education**

- Equivalent combination of post-secondary education in a relevant field and/or relevant on-the-job experience

#### **Experience**

- Minimum of 2-3 years of experience in a related role

## **Working Environment and Conditions**

- The position is full-time
- Ability to work evenings and weekends
- Physical environment: Typical office and typical office equipment; and work in multiple office and community settings, in shared space and artificial lighting
- 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 a stable internet connection
- In order to work on site, incumbent must be willing to follow NYH's Health + Safety protocol.

## **Physical and Sensory Demands**

- Extended periods of desk work
- Standing during public events and program activities
- Engaging in repetitive and/or precise hand/finger movements
- Strong attention to detail
- Bending and twisting as needed
- Ability to lift up to 35 lbs. / 16 kg.
- Proficient operation of various equipment, including computers and office devices (e.g., photocopier, telephony, etc.)
- Exposure to household products and various scents may be encountered in the workplace.

All interested candidates should submit a cover letter and resume to Mandy Ridley, Senior Manager at [mandy@northyorkharvest.com](mailto:mandy@northyorkharvest.com) by Friday, April 18<sup>th</sup>, 2025. Interviews will be conducted on a rolling basis. Applicants must be legally eligible to work in Canada.

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 known in advance. Information received related to accommodation requests will be treated with confidentiality.

We welcome all applicants, however only those invited for an interview will be contacted.