



This position is funded by Miziwe Biik and is open exclusively to applicants who identify as Indigenous (First Nations, Metis, Inuit), including Two-Spirit people

Position Title: Community Food Space Trainee

Department: Programs Department (with cross-departmental relief support as required)

Reports to: Senior Manager, Program Services

Direct Reports: n/a

Organizational Profile:

Since 1985, North York Harvest Food Bank has been the primary food bank in northern Toronto. Last year, we distributed over 3 million pounds of food through our 35 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. We believe in access and inclusion, collaboration, integrity, and excellence.

Position Summary:

The Community Food Space Worker provides support to North York Harvest Food Bank's community programs and, as needed, other departments. The position works closely with Community Food Space Managers to support food bank services, assist with program delivery, provide relief coverage, and help with operational or administrative tasks. Responsibilities and specific tasks will be shared in advance and communicated onsite to ensure clarity and alignment with departmental needs.

Hours:

35 hours per week.

Compensation:

\$20/hour, plus comprehensive extended Health and Dental Benefits (after 3 months), a defined benefit pension, and three weeks paid vacation.

Key Responsibilities and Duties:

- Assist with client intake process and provide customer service support in community food spaces
- Provide information and referrals to clients to other food agencies and/or community and government services, as appropriate
- Help prepare and distribute food hampers and support program-related activities
- Assist with program set-up and takedown
- Maintain accurate case notes, records, and statistics



- Support and supervise volunteers in various roles, ensuring tasks are completed effectively and efficiently
- Collaborate with staff and volunteers to foster a positive, inclusive, and team-oriented environment
- Provide operational and administrative support across departments as assigned
- Maintain courteous, professional relationships with coworkers, volunteers, agency representatives, and donors
- Other duties as assigned

Qualifications:

- Excellent communication and organizational skills
- Strong punctuality and time-management abilities
- Demonstrated customer service skills; a positive attitude is essential
- Ability to contribute to a well-functioning team and willingness to assist where needed
- Strong problem-solving and analytical skills
- Computer proficiency in common office applications (e.g., Google Documents, Spreadsheets, etc.)
- Ability to work independently and collaboratively in a fast-paced environment
- Knowledge of food security and poverty issues is an asset
- Experience working in low-income and diverse communities is an asset
- Experience supervising or supporting volunteers is an asset

Working Environment and Conditions:

- The position is a full-time, 52-week contract (35 hours/week)
- Ability to work evenings and weekends as required
- Physical environment: Program spaces in public buildings (e.g., community centres), typical office settings, and shared workspaces with 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 of or upon termination of employment
- To be able to work remotely, the incumbent must have access to a stable internet connection
- In order to work onsite, the incumbent must be willing to follow NYH's Health and Safety protocol

Physical and Sensory Demands:

- Extended periods of desk work
- Extended periods of standing
- Standing during public events and program activities
- Engaging in repetitive and/or precise hand/finger movements
- Strong attention to detail



- Repeated walking, bending, reaching, and twisting
- Ability to lift up to 35 lbs. / 16 kg
- Proficient operation of various equipment, including computers and office devices (e.g., photocopier, telephone, etc.)
- Exposure to household products and various scents that may be encountered in the workplace

How to Apply:

Please submit a cover letter and resume to Brianna Greaves, Senior Manager, Program Services, at brianna@northyorkharvest.com. Applications are accepted until position is filled; applications will be reviewed on a rolling basis and candidates may be contacted before the deadline.

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

NYHFB has an accommodation process in place. Applicants requiring accommodation due to a disability or medical need are encouraged to make their needs known in advance. Information related to accommodation requests will be treated confidentially.

We thank all applicants for their interest. Only those selected for an interview will be contacted.