

Central Hastings Support Network

151 St. Lawrence St. East Madoc, ON K0K 2K0

Phone: 613-473-5255 | Fax: 613-473-2374

chsn.support



Job Title: Food Bank Assistant

Location: Central Hastings Support Network, Madoc, ON

Wage: \$17.75

Job Type: Full-Time (35 hrs/week) Temporary (July-Aug)

ABOUT US: Central Hastings Support Network (CHSN) is a registered non-profit organization dedicated to serving the Central Hastings area. Since 1985, we have provided essential programs that support community members in need. Our services help vulnerable people access transportation, food security, and other vital resources, ensuring that no one is left behind. At CHSN, we are committed to building a stronger, more inclusive community through compassionate support and advocacy

JOB DESCRIPTION: The employee will engage in daily client interactions, manage intake services, support clients with selecting foods that meet their needs, handle donations, inventory, stocking, packaging, and food distribution. The employee will also play a key role in maintaining and harvesting food bank gardens, support staff and volunteers in initiatives to better serve community members in need, and assist in organising community events.

KEY RESPONSIBILITIES:

- Conduct intake applications, coordinate appointments for clients in need
- Assist as needed in receiving and restocking food & personal items
- Assist in the organization and general cleanliness of food bank & office areas
- Maintain confidential, accurate records of client information on Link2Feed portal
- Assist in updating literature and brochures
- Attend team meetings as directed by supervisor
- Take a lead role in maintaining the food bank garden: plant & nurture new plants, perform weed control, harvest & wash produce when ripe
- Keep fresh food areas in the food bank stocked with harvested produce
- Work with, clean, and organise all garden equipment/tools
- Adhere to safety and health regulations
- Assist with fundraising and community engagement events
- Perform other related duties as required

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Submit as required a Police Record Check (vulnerable sector check)
- This position is funded in part through the Canada Summer Jobs Program and the following represents the applicant criteria:
- Is between 15 and 30 years of age at the beginning of employment.

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- Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*: and,
- holds a valid Social Insurance Number; and is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.
- An ongoing condition of employment is the ability to maintain immigration status to legally remain and work in Canada which is supported by valid immigration documents

SKILLS AND CAPABILITIES:

- Accepting and empathetic in the execution of duties when working with vulnerable clients
- Excellent written and verbal communication skills
- Attention to detail, problem solving and analytical skills
- Self-motivated, disciplined and able to work independently in indoor and outdoor settings
- Strong sense of teamwork, integrity and professional ethics
- Some prior related experience is an asset, particularly with gardening and computer programs (Microsoft Suite, Google Workspace, Link2Feed online portal)
- Standard First Aid and CPR is an asset but not required.
- Ontario Class "G" Driver's Licence is an asset

NOTE: Alternative combinations of education and experience may be considered

WORKING CONDITIONS:

- This is a temporary position based on 35 hours per week
- This job requires the ability to lift/move 40 lbs, reach, bend, stand, sit for periods of time at a computer, and participate in general gardening tasks (rake, pull weeds, dig, etc)
- Working environment is both indoors and outdoors
- Working location is primarily 151 St Lawrence St East, Madoc; the incumbent may occasionally be required to complete tasks or attend events within the community

Central Hastings Support Network offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted. To apply, please submit your resume and cover letter detailing your relevant experience and qualifications to Victoria Treverton at director@chsn.support