

October 28, 2022 **Food Bank Assistant – Part Time Contract**

With funding provided by Food Banks Canada 2022 Capacity Boost Grant, Manitoulin Family Resources is seeking a part time assistant to join their team. Working within the Food Bank program, this individual will assist the Food Security Program Supervisor with client intake and general food bank operations. The selected candidate will be highly organized and reliable, understanding of food security issues, and conscientious of confidentiality. The ability to work both independently as well as part of a team, to be flexible to needs of the program, and carry out physically demanding work, are all requisites of the incumbent.

The successful candidate will have:

- Excellent interpersonal, planning, and communication skills
- Knowledge of community resources
- Experience and comfortable with data entry and computer skills
- Demonstrated commitment to diversity, cultural competency, and anti-racist/anti-oppressive frameworks
- Current CPR/First Aid certification, Food Handler's Safety certificate, valid driver's license, reliable vehicle, clear VSS, and insurable driver's abstract are all requirements of the position and ongoing conditions of hire

This part-time position is a temporary contract and outside the bargaining unit. Flexibility in scheduling will be required to meet the needs of the position, including some evenings and/or weekends, depending on program needs.

Please forward applications to: Denise Leblanc
Executive Programs' Assistant
Manitoulin Family Resources
dleblanc@mfresources.net

Deadline for applications: Friday, November 11, 2022 at 4:00 pm

Manitoulin Family Resources welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
We thank all applicants for their submissions, only those selected for an interview will be contacted.