

Job Title: Good Food Program Assistant

FoodShare's Good Food Programs include a fresh produce distribution warehouse, a commercial kitchen, mobile produce markets, and community-run Good Food Markets. We are hiring **3 Good Food Program Assistants** to support these programs. This job includes rotating through these work areas as needed to support FoodShare's vision of providing good, healthy food to communities across Toronto.

Responsibilities

- Food preparation and clean up in our kitchen
- Support correct completion of paper work related to packing and inventory
- Load and unload product onto and off of skids by hand, or by using basic material handling equipment such as a pump truck
- Maintain and organize inventory
- Assist the drivers with route planning and customer service
- Prepare, pack and complete orders according to written instructions
- Receive and process warehouse stock products (pick, unload, label, store)
- Maintain a safe and clean work environment by keeping all work areas clean
- Perform inventory controls and maintain high quality assurance standards
- Communicate and collaborate with supervisors and coworkers

Must Haves

- Strong reading comprehension and written and verbal communication skills
- Teamwork oriented and positive "can-do" attitude
- Good organizational and time management skills
- Able to start as early as 6 am, work in the afternoons, evenings and weekends, as required
- Ability to work at a quick and steady pace
- Ability to be on your feet for 8 hours and to lift a maximum of 50lbs and willingness to do repetitive work

Nice to Haves

- Food Handlers Certificate, Warehouse Experience, Picker/Packer Experience, First aid, Valid driver's license G

This position is funded through the Canada Summer Jobs Program and requires that the applicant:

- Is between 15-30 years of age (inclusive)
- Was registered as a full-time student during the last academic year
- Intends to return to school on a full time basis during the next academic year
- Is a student in a post-secondary, vocational or technical program
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Is legally entitled to work according to the relevant provincial legislation and regulations

Hours and Compensation: \$14.00/hr at 30 hours a week for 8 weeks

Additional Requirements

- Must wear steel toed shoes in the warehouse at all times

To apply for this position, please send your resume and cover letter to hr@foodshare.net by 5:00 pm on Friday June 2, 2017.

We thank everyone for their interest but only those candidates selected for an interview will be contacted.

We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.