

Job Title: FoodShare Program Assistant

FoodShare Toronto is looking for a Program Assistant to support the Community Kitchens, Good Food Box and Community Garden Programs. The Program Assistant will support daily operation of Good Food Programs and have the opportunity to connect with community members through community gardens and delivering food demonstrations at Good Food Markets, working alongside staff in each of these teams.

Detailed job description

- Assist the Community Kitchen Facilitator in preparing and delivering food demonstrations at community markets, as well as canning and preserving workshops across Toronto.
- Assist with the creation and maintenance of an inclusive, welcoming, and supportive environment during all program sessions.
- Assist with the implementation and maintenance of health and safety standards, and safe working protocols in the kitchen; set up safe work stations for workshop participants.
- Participate in outreach activities to build relationships with local stakeholders, facilitators, and participants as needed.
- Receive, log and process warehouse products (pick, unload, label, sort, stack and store).
- Load and unload products onto and off skids by hand, or by using basic material handling equipment such as pump truck.
- Organize produce and set up packing lines for orders.
- Prepare, pack and complete customers' orders according to packing sheet instructions.
- Maintain a safe and clean work environment, keep shelves, work area and fridges clean.
- Assist community gardens in full range of activities: including pruning, weeding, watering, harvesting, mulching, turning over the soil.
- Participate in FoodShare staff meetings and trainings, and handle other duties as assigned.

Qualifications, Knowledge and Experience

- Strong interest in working with food related projects and neighbourhood-based community organizing
- Demonstrated commitment to principles of food justice
- Demonstrated ability to work within a diverse community (people of different ages, abilities and cultural backgrounds)
- Good organizational and time management skills
- Willingness to work in a warehouse environment and with packing/organizing produce
- Willingness to do physical labour outside in all weather conditions (rain or shine!)
- Holding a valid Ontario Drivers License an asset
- Some evening work will be required (but you'll always know well in advance)

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

- 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

Please note that the successful applicant will be required to obtain a Food Handler's Safety certification, and Emergency First Aid certification. FoodShare will cover the cost of these certifications.

Salary: \$15

Hours of work: 37.5 week

Reports to: Community Food Animation Manager

TO APPLY: Please submit your cover letter and resume to Human Resources – hr@foodshare.net by July 3rd by 5:00 pm.

Please note:

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need an accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – hr@foodshare.net. You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.