



People for a Healthy Community

PO Box 325, 675 North Road, Gabriola Island, BC. V0R 1X0

Telephone: 250.247.7311

Email: info@phcgabriola.org

JOB DESCRIPTION

TITLE: Food Program Assistant

HOURS: 12 to 15 hours per week

HOURLY RATE: \$12 to \$15 per hour

SUPERVISOR: Food Program Coordinator

MANAGER: Executive Director (ED)

JOB OVERVIEW

Working within a complex social service environment with staff and a large volunteer base, the Food Program Assistant works with the Food Program Coordinator in the planning and co-ordination for:

- 1. Food Bank – which includes Soup Socials, the Food Recovery Program, and the Gardens Program*
- 2. Food For Thought – which includes the School Hot Lunch, School Breakfast and Emergency Lunches*

ACCOUNTABILITIES

- Assist the Food Bank Coordinator in program areas such as but not limited to: training and coordination of volunteers, distribution of food at the Food Bank, weekly stocktaking and inventory control and organization of food stores, preparations for the Food for Thought Programs.
- Assist with kitchen duties as required ensuring Food Safe practices are followed and that kitchen is organized, clean and passes Island Health inspections
- Assist the Food Coordinator
- Carry out full clean up (inside and outside) of facilities after Soup Social and Food Bank days including compost, recycling and garbage disposal
- Assist with securely locking facilities, freezers and other mechanical equipment
- Assist Coordinator to ensure generators are turned on during power outages
- Assist Coordinator with Community Garden Program
- Assist with new client interviewing and orientation
- Attend staff meetings and professional development as approved by the Executive Director.
- Maintain client confidentiality at all times.
- Follow PHC policies and procedures.
- In the absence of the Food Bank Coordinator, the Assistant will act as Coordinator.

REQUIREMENTS:

- Be a resident of Gabriola
- Excellent communications skills
- Ability to organize priorities and establish workloads and multiple concurrent tasks
- Ability to work independently and in a team environment
- Ability to maintain a professional respectful approach to working relationships with staff, clients, volunteers and PHC Board members
- Be organized, creative, flexible, focused and calm at all times
- Ability to lift 50lbs/23kgs and conduct physical activity

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	