



People For a Healthy Community on Gabriola Society

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

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Revenue Canada Charitable Registration No. 871480190RR001

TITLE: Food Program Assistant
SUPERVISOR: Food Program Coordinator

HOURS: 12 to 15 hours per week
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 coordination 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 Program 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, preparation and carrying out the Food for Thought Programs.
- Carry out 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 Program 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	