

**Summary: To sort and organize food effectively and efficiently in the food bank to prepare for service days.**

The food bank sorter brings a strength-based approach to excellence in service delivery and reports to the Food Security Lead.

**Key Duties and Responsibilities:**

- Ensure the sorting area is safe – maintain clear walkways and exits.
- Builds, develops and maintains strong and effective working relationships with your peers.
- Ensure proper product quality through proper sorting techniques
- Unload donated items from vehicles upon arrival
- Ensures food distribution room and all storage space is clean and tidy during and completing each shift.
- Prepares food distribution room – sorts and stacks items in an orderly manner on the shelves
- Ensures protocols and procedures are adhered to inside and outside during distribution.
- Completes safety meeting before each distribution time.
- Collaborates with other SCCSS programs to enrich program delivery and fulfill our mission more effectively.
- Obtains and maintains awareness of the demographic and socio-economic variables of the community and activity works to reduce barriers to services.
- Support the mission, vision and values of SCCSS including participating in organizational wide initiatives as interested or asked.
- Ensures effective service delivery consistent with agency mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Stays current with SCCSS programs and services.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the organization.

**Qualifications and skills required:**

- Willingness to learn, be creative and flexible when situations change, adaptable to new technologies, and able to work in ambiguous environments.
- Demonstrated cultural competency.
- Knowledge of the dynamics of violence against marginalized individuals.
- Ability to work flexible hours – may require evening and weekend work to meet the needs of the clients.
- Excellent communication and organizational skills.
- Successful results of criminal records check.
- Ability to follow directions
- Able to work effectively in a team

**Working Conditions**

- This position will be in the food bank building

**Physical Requirements**

- Lifting and moving of general office supplies and other related supplies/equipment.

- Lifting and moving of recreation, office, household supplies and other related supplies/equipment.
- Lifting and moving of supplies, office supplies and other related equipment.  
Able to lift 20lbs beneficial, but not necessary

### **Organizational Relationships**

This position reports to the *Food* Security Lead.