

Job Description
Food Bank Worker
Community Action and Engagement

Summary:

The Food Bank worker is responsible for the implementation and delivery of programs that increase access to affordable and nutritious food for those living on the Sunshine Coast. This position works in collaboration with other Community Services programs and community stakeholders including volunteers to raise awareness within in the community about the need for healthy, affordable and accessible food.

Key Duties and Responsibilities:

- Order, process and distribute food for the food bank program
- Works with Food Programmer Lead to schedule, supervise and recognize volunteers.
- Lead, adapt and modify activities designed to meet the needs of participants
- Build, develop and maintain effective relationships with all stakeholders of the program(s)
- Ensure the food bank and surrounding grounds are open in time in good operational order and ready to receive participants, volunteers and donations.
- Enters client information into database and monitors outcomes of the program(s); maintain detailed daily, monthly and/or quarterly statistics, draft program(s) reports and keep other program(s) related documentations in place, while maintaining confidentiality
- Engaged in planning, developing and evaluation of the food bank program
- Network with other Food Banks on the Sunshine Coast
- Work in collaboration with food programmer Lead to plan and implement initiatives that reduce reliance on the food bank, supporting individuals and families to be better able to be food secure.
- Implement new initiatives to increase participant engagement and support innovative volunteer opportunities at the foodbank.
- In collaboration with the Food Programmer Lead and Program Manager, support the planning and transition of the food bank into the new building.
- Work with the Food Programmer Lead to meet the outcome of the food security program
- Participate in organization wide activities and events
- Stays current with SCCSS programs and services and increase participants awareness and access to community resources
- Support the mission, vision and values of SCCSS
- Stays current with SCCSS programs and services

Qualifications:

- Post-secondary education in a related field or equivalent education and experience
- Knowledge and experience using a strength based and capacity building approach.
- Minimum 1 year experience in food programming, and working with diverse populations
- Experience developing relationships with donors and local businesses

- Understanding of the systemic issues that contribute to hunger and poverty
- Strong verbal, written and social media skills
- Commitment to social action, social justice and the development of people into leaders
- Experience working with persons of various social, cultural, economic and educational backgrounds
- Experience working in a diverse setting
- Ability to prioritize tasks in a fast paced and independent environment
- Strong organizational skills with attention to detail and follow through and the ability to handle multiple priorities
- Innovative, creative and compassionate

Working Conditions

In some instances, the Food Bank worker will be required to work outside of regular business hours to participate in special events and meetings.

Physical Requirements

The candidate should be in good physical health to meet the demands of the position and comfortable working in a diverse and dynamic work environment.

Organizational Relationships

This position reports directly to the Food Programmer Lead