



Student Association of George Brown College

Job Title:	Food Bank Support Staff	Job Category:	Support Staff
Department/Group:	Food Bank	Job Code/ Req#:	
Location:	Casa Loma, St. James & Waterfront Campus	Travel Required:	Yes
Level/Salary Range:	\$15/hr (Up to 20 hours per week)	Position Type:	Temporary-Part-Time
HR Contact:	humanresources@sagbc.ca	Start & End Date:	Aug 2018 – Apr 2019
Will Train Applicant(s):	Yes	Posting Expires:	June 20, 2018, 12PM noon

E-mail: humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: Food Bank Support Staff Application

Include whether you are applying to the St. James, Waterfront, or Casa Loma Food Bank in both your cover letter and resume, please also provide us with a copy of your timetable

Job Description: This position is a front line service role, where you will provide eligible students with access to the Student Association food bank, schedule legal aid appointments, and support the Community Services Coordinator and Food Bank Lead staff with seasonal programs, community-based initiatives, community referrals programs, and daily operations of the Food Bank Program. Collaborative approach in responding to food security needs and providing emergency food items to students in financial need.

General Responsibilities:

- Register clients for our food bank, legal aid services and community referral program
- Serve food bank clients by helping them select and pick-up perishable and non-perishable food items during their food bank visits
- Support inventory control systems
- Repackage bulk food for distribution to clients
- Receive, un-package, weekly food bank deliveries
- Inspect, sort, and stock food items
- Provide clients on the policies and procedures of the Student Association Food Bank
- Communicate to clients useful social services resources offered at George Brown College and the GTA
- Perform data entry and other general office tasks (cleaning, organizing documents, etc.)
- Support with seasonal programs and community-based initiatives including the community garden, food drive campaigns, food led initiatives, etc.
- Actively participate in trainings and off-campus opportunities
- Maintain cleanliness of work space and organizes resources
- Other duties as required

A successful applicant will possess:

- Minimum 5 hours of availability on Mondays, Tuesdays, Wednesdays, Thursdays and/or Fridays
- General computer skills in Microsoft Office Suite
- An anti-oppressive analysis who treats all with dignity
- Strong active listening, conflict management, and empathy capacities
- Self-driven with the ability to take direction from supervisor and Food Bank Lead staff
- Knowledge on support services available in the GTA and George Brown College
- Team-player who with strong communication skills
- An understanding of best before versus expiration dates
- Experience in a community worker setting, or a similar role
- The ability to lift a minimum of 50lbs (23kg) repetitively
- Must be able self-driven, reliable, and able to work with minimal supervision



Student Association of George Brown College

Mission Statement:

We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.