



The Centretown Community Food Centre is the community food bank that serves downtown Ottawa, providing food assistance to over 1,000 people each month.

Job Vacancy: Assistant, Centretown Community Food Centre (CCFC)

Tasks and Responsibilities: Under the direction of the Manager, assisting with the day-to-day operations of the Food Centre

CCFC Operations:

- Registering visitors,
- Ordering food and supervising preparation of daily food supplies to be distributed,
- Working with the Manager, Food Coordinator, and volunteers to ensure the efficient distribution of food supplies to visitors,
- Assisting with receiving deliveries and storing goods and produce received,
- Working with the Manager, staff, and volunteers to ensure that cleanliness and food handling safety standards are maintained,
- Assisting with responding to visitor and donor phone and email inquiries, and
- Participating in community outreach and fundraising activities.

Reporting to: Manager, CCFC, and in her absence, Food Coordinator

Hours of Work: 18 hours per week (9:30am to 3:30pm, Monday, Tuesday and Friday), with occasional extra hours depending on work load

Compensation: \$19.60 per hour

Desirable Skills and Experience:

Interest in working with the non-for-profit sector; good organizational skills; ability to work well in a team; computer literacy (Word, Excel); understanding of the protection of privacy and confidentiality; proficiency in English is essential and knowledge of a second language is desirable. Must be able to lift 40 lbs.

To apply: Send resume and covering letter to the Centretown Community Food Centre Manager, manager@cefcottawa.org

Closing date: Monday, August 14, 2023

A project of the Centretown Churches Social Action Committee

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