



5 Brock Ave, Rear
Toronto, ON
M6K 2K6
416 532 2375

Position Title: Delivery Program Assistant
Type: Contract, 8 Weeks (Sponsored by Canada Summer Jobs)
Rate: \$22.08 per hour
Location: On-site at 5 Brock Ave, Rear
Regular hours: 35 hours, Tuesday-Saturday, 9:00 am - 4:00 pm
Application Deadline: Reviewed on a rolling basis

We are currently seeking the ideal candidate to fill the Delivery Program Assistant role at the Parkdale Community Food Bank. The Parkdale Community Food Bank is a not-for-profit charitable organization. Our mission is to provide food to our community, free of any barriers to access.

This position is on-site at our food bank located at 5 Brock Ave, and utilizes the organization's vehicle to pick up donations and deliver groceries to community members from our Delivery Program. and This position would provide assistance to the Senior Manager and Delivery Program Manager in the day-to-day operations of the food bank. This is an on-site position.

This position is funded by the Canada Summer Jobs Program therefore, candidates must be 15-30 years of age and a permanent Canadian resident, citizen, or refugee.

Main duties include (not limited to):

- Assisting in the day-to-day operations of the Delivery Program
- Donation pick-up around the Toronto area
- Delivery groceries to community members in our Delivery Program
- Assisting in the management of program resources and donations
- Receiving deliveries and providing assistance with the organization of food donations
- Responding to any general inquiries, including answering telephone calls and ensuring volunteers, clients and visitors are greeted and directed to the appropriate resource in a friendly, courteous manner
- Keeping track of supply purchasing, ordering and receiving supplies when necessary
- Coordinating food donations to support the program operations
- Continuous commitment to improving the program and consistently ensuring smooth and efficient operations
- Utilize and work to improve current program operation systems (both digital and physical systems)
- Providing support to volunteers on-site at the food bank
- Providing support to the Operations Manager and the Volunteer Program Manager in the smooth operations of the food bank
- Sending out communications to volunteers, staff, community members and stakeholders about the operations of the food bank
- Providing assistance in coordinating community partnerships for the food bank
- Other duties as needed



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Ideal qualifications:

- Familiarity with the Parkdale community in Toronto
- Demonstrated sensitivity and appreciation for diverse cultures represented amongst program participants and volunteers
- Valid G driver's license
- Lived experience of food insecurity and/or marginalization
- Ability to lift 50 + lbs
- Experience with the full G-Suite and project management software (ie. Airtable etc)
- Dedication to a high standard of client service and support
- Highly organized with strong attention to detail
- Flexibility and willingness to perform a variety of different tasks to support the food bank
- Effective problem-solving skills and a strong willingness to learn
- Must be available on Saturdays weekly (schedule: Tuesday - Saturday, 9 am - 4 pm at the food bank)

To apply, please email your resume and cover letter in one pdf document to info@pcfb.ca with the subject line '(Your Name) Delivery Program Assistant Application'. Please note that applications will be reviewed on a rolling basis.

The Parkdale Community Food Bank is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and with lived-experience.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.