



CHIPPEWAS OF NAWASH UNCEDDED FIRST NATION

FOOD BANK SUPPORT WORKER

Department: Social Services
Program: Food Bank
Reports To: Food Bank Coordinator
Term of Employment: Full Time Permanent
Hours of Work: 30 hours per week

JOB PURPOSE

The Food Bank Support Worker provides support to the Nawash food bank program and its operations under the direction of the Nawash Food Bank Coordinator. Nawash Food Bank works closely with the Wiarton Salvation Army.

KEY DUTIES AND ACCOUNTABILITIES

1. Food Bank Program

- Maintain food bank stock, cleanliness, tidiness and organization of food bank area; if needed assist with food drives.
- Assist as needed in ordering food supplies and restocking pantry items.
- Ensure that all clients are treated with dignity and respect.
- Assist in the food preparation for luncheon and special events.
- Ensure that program fliers and resources materials are stocked and available for distribution.

2. Health and Safety

- Assist in ensuring client and volunteer safety by maintaining cleanliness and adherence to all health and safety standards.
- Assist with ensuring that the food bank is maintained in regards to organization, appearance, maintenance and general cleanliness and safety as recommended by Public Health.
- Work in compliance with OH&S Act and abide by Nawash Joint Workplace Health and Safety policies and procedures.

3. Other Duties

- Performing other related duties as assigned from time to time by Social Services Supervisor, Manager of Operations.
- During periods of emergency in the community, performing duties in accordance with Community Emergency Response Plan.

REQUIREMENTS

Education and Experience:

- Ontario Secondary School Diploma or equivalent
- Three (3) months related experience including working months of prior related experience, including experience working with multi-barriered persons

Designations, Licences & Requirements:

- Ontario Class G Driver's Licence would be considered an asset
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Safe Food Handling certification
- CPR First Aid
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety,

Knowledge, Skills & Abilities:

- Knowledge of or willingness to learn food bank operations
- Ability to work independently and unsupervised
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

PROBLEM SOLVING & COMMUNICATION

- Excellent verbal, written and non-verbal communication and customer service skills
- Ability to build and maintain relationships with Clients, other Departments/Programs, etc.
- Ability to communicate in native language or incorporate language to best of ability into services
- Understanding the importance of confidentiality, discretion and tact
- Ability to interpret policies and procedures for solving problems or ability to use sound judgement
- Conflict resolution skills for handing difficult situations or individuals

DECISION MAKING & IMPACT

- Follow policies and procedures when making decisions
- Impartial; sound judgement
- Not fulfilling duties can cause lack of food/services and impact on health of safety of self and others

SAFETY RESPONSIBILITIES

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

STAFF REPORTS

- No direct reports, but may be required to show others how to perform tasks

WORKING CONDITIONS

- **Physical Demand** - Long periods of sitting, standing, walking, twisting and bending and ability to lift up to 25 pounds. Simple grasping and hand manipulation, as well as, reaching above and below shoulder level.
- **Environment** - Mainly an indoor environment with some exposure to outside during travel and events. Exposure to hazardous material (cleaning supplies).
- **Mental Effort** – Quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date