SAUGEEN FOOD BANK
EMPLOYMENT OPPORUNITY

Title: Program Support
Reports to: Food Bank Coordinator
Terms: Contract Full-Time until March 31, 2026
Hours: 35 hours a week
Wage: $17.20/hr
Location: Saugeen Food Bank

SUMMARY:

The Foodbank Program Support will provide general administrative support services including researching grants, planning fundraising events and data entry. The Program Support will also assist the Foodbank staff with daily functions as needed.

GENERAL DUTIES:

- Maintain the Foodbank Facebook page(s) and ensure messages are received and responded to promptly
- Using the Monthly Client Access binder as reference; update and maintain the Link2Feed database
- Maintain inventory and notify the Foodbank Coordinator when items are low
- Answer phone calls, emails and create monthly calendars
- Assist in setting up and closing of Foodbank
- Make flyers and distribute as necessary
- Assist potential clients with completing intake forms
- Greet clients with a friendly welcoming manner while providing emphatic front-line service
- Help Foodbank staff with clients and making of food packages; deliveries, stocking of shelves and accepting and evaluating food donations as needed
- Help maintain a clean and safe work environment
- Other duties as assigned

QUALIFICATIONS:

- Must be a client of OW or ODSP
- Ability to lift up to 25 lbs.
- Knowledge of Microsoft Suites and Social Media
- Interpersonal and communication skills

- Attention to detail
- Confidentiality is a must
- Must be able to work in a fast-paced environment
- Food Handlers Certificate or willing to obtain
- First Aid/CPR or willing to obtain

Application MUST include:
Current Cover Letter
Current Resume

DEADLINE DATE: April 4, 2025 **@ 4:00 PM**

Applications will be received: Tricia Stevens

In person:	Ontario Works Office
Email:	Tricia.Stevens@saugeen.org