



JOB DESCRIPTION

TITLE: Food Programming Support Worker 2

JOB STATUS: Full time, Permanent

BENEFITS: Eligible after 3 months

HOURS/WEEK: 32-40 hours per week

Pay Rate: \$20-\$23 per hour depending on experience

SPECIAL REQUIREMENTS: Vulnerable Sector Check Completed Upon Initial Hiring

Reports To: Food Programming & Community Development Manager

Job Purpose: Whistler Community Services Society provides inclusive support and is an advocate to create and build a healthy community. We value trust, respect, advocacy, and collaboration. As an accredited charity by Imagine Canada, we uphold the highest level of standards to improve our organization. With a passion for community service and love of food, the Food Programming Support Worker's role is to carry out the day-to-day tasks of various food programs in collaboration with the Food Programming Manager and FP Support Worker 1.

Duties and Responsibilities

Overall Responsibilities:

- Work with Food Program Support Worker 1, and with volunteers to complete daily tasks for programming needs.
- Do pick-ups, provide deliveries, & act as the back-up driver in absence of FP Support Worker 1.
- Assists with the volunteer orientation to include training and oversight during volunteer shifts.
- Receive, store inventory for food programs and provide inventory updates to FP Manager.
- Ensures food programming information data is accurately updated and maintained.
- Supports the planning and execution of the food programs to include Breakfast Club, Food Bank, Food Recovery, Food Deliveries, and Food Skills & Nutrition.

Breakfast Club

- Prepares nutritious snacks for classes meeting all BCC requirements and needs of schools.
- Print labels and prepares packaging with support from volunteers.
- Build snack boxes to be delivered to each school.
- In absence of volunteer drivers, deliver the snack boxes to schools.

Food Bank

- Set-up the food bank during drop-in days with help from volunteers & FP Support Worker 1
- Provides intake, referral, and distribution assistance during open public days.
- Prepares food, packaging, and distribution to community members in compliance with all food safety practices as outlined by the health authority.
- Maintains cleanliness of kitchen equipment, including fridges and freezers and rooms.



Food Recovery

- Pick-up donations from grocery stores
- Track donations weights and report to manager
- Sort, compost and recycle recovered food items.
- Repurposes foods from food rescue program into Food Bank when needed – e.g., soups, sauces, smoothies, etc.
- Report monthly statistics.
- Act as the back up recovery person during Farmer’s Market season on Sundays as needed.

Food Skills and Nutrition

- Distribute coupons to participants.
- Support food skills workshops with set-up, and clean up

Additional Responsibilities

- Consults with Vancouver Coastal Health on food safety regulations.
- Actively participates as a member of the Joint Occupational Health & Safety Committee.
- Supports fundraising events, marketing, and grant sourcing for food programs, as needed.
- Collaborates with the Food Programming Manager to ensure distributed leadership within the program and team cohesion to fulfill the program values, community needs and vision.
- Additional related duties as assigned.

Qualifications

- 1 – 2 years in a similar role, preferably within the charitable sector
- Able to tolerate exposure to noisy conditions and prolonged standing.
- Able to lift packages weighing up to 50 pounds is required.
- A driver’s license or willingness to get one
- Experience working with food is highly desirable
- First Aid, Mental Health First Aid, Cultural Competency and Food Safe training are an asset.
- Ability to communicate effectively with all levels of operation and team members.
- Strong time management and organizational skills.
- Excellent communication skills, written and verbal.
- Good conflict resolution skills and diplomacy.
- Planning and resource allocation skills.
- Understanding of advocacy, community resources, and Provincial/Federal income support.

WCSS is dedicated to diversity and inclusion. Our commitment is reflected in our programming, the clients we engage with and the team members we employ. We encourage a workplace in which individual differences are recognized, appreciated, and respected. We welcome applications from all qualified candidates.