



Job Description

Title: Food Bank Worker & Food Recovery Driver

Job status: Permanent, Part-time or Full-time

Benefits: Extended Health Benefits + Wellness Benefit

Rate of pay: \$20-\$24/hr

Special Requirements: Ability to lift 50 lbs, Provide Driver's Abstract, & Vulnerable Sector Check Completed Upon Initial Hiring.

Reports To: Food Security & 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.

As a Food Bank Worker & Food Recovery Driver at WCSS, you will drive the company vehicle for food recovery pick-ups throughout the community, sorting following food safety guidelines, and recycling. You will also assist with the volunteer shifts, food bank & breakfast club programs. Your passion for food and community connect to create meaningful programs in an inclusive environment.

You will work with the other Food Bank Workers and Food Security Manager to offer succinct and robust food security programs such as a successful and awesome food recovery, food bank, breakfast club and food skills and nutrition programs

Duties and responsibilities:

- Supports the food bank tasks and execution of the food programs to include Breakfast Club, Food Recovery, Food Deliveries, and Food Skills & Nutrition.
- Drive and operate the Food Bank Vehicle, doing food recovery pickups, sorting, recycling and composting each day.
- Assist with the volunteer shifts by setting up volunteer tasks & completing daily tasks assigned by the manager, as well as supporting training and orientation of new volunteers.
- Daily inspection and cleaning of vehicle to ensure food safety standards are exceeded (routine inspection of oil, lights, maintenance and recommend repairs as necessary).
- Build and maintain good relationships with the grocery store staff and donors.
- Receive, store daily food orders, and provide inventory updates to the Manager.
- Ensures food programming information data is accurately updated, maintained, and communicated to internal teams as necessary.



- Prepare food, packaging, and distribution to community members in compliance with all food safety practices as outlined by the health authority
- Consults with Vancouver Coastal Health on food safety regulations as needed
- Actively participates as a member of the Joint Occupational Health & Safety Committee.
- Supports community tabling and fundraising events including food drives.
- 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.
- Support fundraising and community events by representing the food bank and WCSS.
- Follow all WCSS policies and procedures and actively contribute to a culture of collaboration.
- Additional related duties as assigned by management from time to time.

Qualifications:

- Provide drivers abstract, Vulnerable sector Criminal Record Check and Food Safe Certificate are required
- Able to lift packages weighing up to 50 pounds is required
- Able to tolerate exposure to noisy conditions and prolonged standing
- Food Industry background is highly desirable
- First Aid, Mental Health First Aid and Cultural Competency certificates are an asset
- Strong ability to communicate effectively with all levels of operation, team members and volunteers
- Strong time management and logistical skills
- Excellent communication skills, written and verbal
- Working knowledge of Excel, Word and Gmail