

## **Job Description**

### **Food Pantry Coordinator – Social Concern Office**

#### **Organization Overview**

The Society of Saint Vincent de Paul of Vancouver Island (“the Society”) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the Society provides support through affordable housing, a food pantry, home visit program, day program for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

#### **Position Overview**

The Social Concern Office is an emergency resource centre offering participant centered programs including emergency relief, mainly in the form of food and clothing to those in need; to act as a referral service; and to assist in referring people for home visits who live in the Capital Regional District in accordance with the Society policies and procedures. Reporting to the Social Concern Office (SCO) Program Manager, the Food Pantry Coordinator is responsible for coordinating the day-to-day operations of the Food Pantry including receiving orders, product checks, inventory management, logistics, and food safety procedures. Relief coverage for the Program Coordinator and Volunteer Coordinator is provided when necessary.

This position is full-time, permanent, Monday through Friday, 37.5 hours per week based out of the SCO at 833 Yates Street.

#### **Primary Responsibilities**

- Participates as a member of the Social Concern Office leadership team providing feedback in the following:
  - Reviews of volunteer needs or development of new Food Pantry/Food Program volunteer roles.
  - Reviews of donation levels and targeted food drives for the Food Pantry
  - Gathers compelling success stories for social media publication and for engagement with the donors/members/volunteers.
- Assists the Program Manager with the coordination of food drives and donations, coordinating dates, times, and places of pick up/delivery.
- Ensures Food Safe standards are maintained, and all required staff/volunteers are trained in collaboration with the Volunteer Coordinator.
- Coordinates the fridges, food pantry shelving and produce racks remain stocked and organized, so that the volunteers can spent their time and attention serving the participant.
- Maintains cleanliness by following the established cleaning schedule.
- Prepares food and food operation related orders, including PPE, and communicates to the Volunteer Coordinator and Administrator for order entries.

- Supports and supervises volunteers with repacking, stocking dairy and shelves, and packing bread.
- Supervises summer or practicum students working in the food program.
- Collaborates with the team and volunteers to create a safe and solution focused environment.
- Interacts with volunteers, co-workers, and participants in a positive and respectful manner.
- Follows all relevant policies and procedures, observes all compliance requirements, and attends training as requested by Managers.
- Other duties as assigned by Management.

### **Inventory Duties and Responsibilities**

- Receives, logs weight, records deliveries, and provides the records to the Administrator for entry into the Society's software.
- Communicates inventory levels, prepares requests for food, food operation related items, and PPE orders to the Program Manager.
- Receives, counts and stores of all food products at the SCO.

### **WorkSafeBC Supervisor Responsibilities**

- Demonstrates safe work procedures in the workplace at all times and uses the protective clothing, devices, and equipment provided.
- Co-operates with the joint occupational health and safety committees and representatives including WorkSafe BC prevention officers and all other health and safety regulatory bodies.
- Monitors the workplace for potential hazards and reports them immediately to management.
- Should an injury happen in the workplace, notifies management, seeks treatment quickly and advise health care providers when the injury is work-related.

### **Education & Experience**

- High School education.
- Minimum 1 year of recent relevant experience in a supervisory position, preferably in a volunteer driven environment.
- Previous experience in a food bank or food service industry is preferred.
- Current Food Safe I certificate, and WHIMS (training available).
- Experience working with a pallet jack an asset.
- Excellent computer skills with proficiency in Microsoft Office Suites.

### **Knowledge, Skills & Abilities**

- Knowledge of WorkSafe BC health and safety protocols and willingness to use all required personal protective equipment (PPE)
- Sensitivity to working with a diverse population of volunteers and participants.
- Experience working in a physically demanding environment including but not limited to working within enclosed spaces, at heights, and within changing environmental conditions.
- Strong organizational and communication skills, fluent in English, both verbal and written.
- Team player who can work effectively as part of a multi-disciplinary team.
- Self-motivated and able to work with minimal supervision ability to work well under pressure and competing priorities.

## **Additional Requirements**

- A clean Drivers Abstract is required.
- Clearance letter from the Ministry of Justice vulnerable sector is required (application will be submitted by the society).
- Physically fit.

## **Physical Assessments**

### **Occasionally**

- Ascending or descending ladders, stairs, and ramps
- Moving self in different positions to accomplish tasks in a variety of environments including tight and confined spaces and moving objects up to 50 pounds with assistance.
- Remaining in a sedentary position often standing or sitting for prolonged periods.
- Repeating motions that may include the wrists, hands and/or fingers.
- Operating a motor vehicle.
- Working in environmental conditions such as low temperatures, noisy, small or enclosed spaces, and outdoor elements such as precipitation and wind.

### **Routinely**

- Adjusting or moving objects up to 40 pounds in all directions
- Heavy work that includes moving objects up to 100 pounds or more with the assistance of a pallet jack.
- Operating motor vehicles or heavy equipment (manual pallet jack daily)