



Minnedosa and Area Food Bank Inc.

Box 1534~48 Main St. S~ Minnedosa, MB~R0J 1E0

Email: info@minnedosafoodbank.ca ~ Phone: 1-431-362-0404

Organization: Minnedosa and Area Food Bank plays a critical role in ensuring food security for clients in Minnedosa and surrounding areas and communities.

Job Title: Food Bank Coordinator

Role: The Food Bank Coordinator will be responsible for the regular operations of the food bank, working independently and reporting to the Chair of the Board of Directors or designate. The coordinator will:

- ensure that the food bank is stocked and ready to receive clients on a weekly basis
- comply with the Constitution and By-Laws of the organization
- follow all procedures and policies as laid out by the Board of Directors.
- Ensure compliance with accreditation standards
- Equipment monitoring and general maintenance
- Volunteer coordinating, scheduling, recruitment and training
- Perform other duties as assigned

Terms of Employment:

8-10 hours per week:

Fixed hours: Thursday 8:30 am-12:30 pm, Second Thursday of the month 9 am- 9:30 am, weekly bread pick and one Wednesday monthly to receive food delivery from Harvest Manitoba.

Remainder of hours are flexible

Salary/Rate: \$20/hour with an annual increase based on acceptable performance review. Increases will be based on cost-of-living allowance or 2%, whichever is greater.

Expenses will be reimbursed when travelling outside Minnedosa on pre-approved Food Bank Business according to established policies.

Qualifications/Skills:

- Criminal Records (CRC), Vulnerable Persons (VPC) and Child Abuse Registry (CAR) checks CRC, VPC, and proof of application for CAR will be required at the time of hiring.
- Valid driver's license and access to a vehicle
- Must be physically able to lift to 23 kg (50.6 lbs)
- Safe Food Handling (within 3 months of hire)
- Highly skilled in written and verbal communication
- Excellent organizational skills
- Understanding of diverse cultural and socioeconomic needs
- Non-judgmental attitude
- Awareness and maintenance of client confidentiality
- Knowledge of Microsoft Office programs such as Word and Excel, Outlook
- Able to learn and become proficient in client software programs
- Proficient in the use of social media such as, but not limited to, Facebook and Instagram