Centretown Community Food Centre

The Centretown Community Food Centre is the community food bank that serves downtown Ottawa, providing food assistance to over 1,500 people each month.

**Job Vacancy:** Intake Coordinator, Centretown Community Food Centre (CCFC)

**Tasks and Responsibilities**: Under the direction of the Manager, provide intake services for people accessing food bank services, assist with the day-to-day operations of the Food Centre

**CCFC Operations:**

- Registering visitors,
- Responding to visitor inquiries and concerns,
- Maintaining daily client statistics, including client input for the Link2Feed data program;
- Assisting with management of social media accounts including posting items and responding to posts;
- Working with the Manager, Food Coordinator, and volunteers to ensure the efficient distribution of food supplies to visitors,
- Assisting with receiving deliveries and storing goods and produce received,
- Working with the Manager, staff, and volunteers to ensure that cleanliness and food handling safety standards are maintained,
- Participating in community outreach and fundraising activities.

**Reporting to**: Manager, CCFC

**Hours of Work**: 18 hours per week (11:00am to 3:30pm, Monday, Tuesday and Thursday, 8:00am to 12:30pm Friday), with occasional extra hours depending on work load

**Compensation:** $21.95 per hour

**Desirable Skills and Experience:**
Interest in working with the non-for-profit sector; good organizational skills; ability to work well in a team; experience in dealing with the public; good conflict resolution skills; computer literacy (Word, Excel); understanding of the protection of privacy and confidentiality; proficiency in English and a basic ability to communicate in French are essential and knowledge of a third language is desirable. Must be able to lift 40 lbs.

**To apply**: Send resume and covering letter to the Centretown Community Food Centre Manager, manager@ccfcottawa.ca