



The following position is funded by the Government of Canada

Job Position: Food Bank Assistant

No. of Position: 1

Job Location: Unit 4 & 7, 100 McLevin Ave., Scarborough, ON M1B 5K1

Wage rate per hour: \$14/hr. – 37.50hr/week for 7 weeks

Minimum Qualifications: Must be a returning full time student of a College or University.

Application Closing: Jun 18th, 2018

Job Descriptions:

- Ø Scheduling appointment for the Food Bank Clients.
- Ø Providing information and answer all calls related to Food Bank.
- Ø Receiving, sorting, packing and shelving food items.
- Ø Distribution of food to clients on assigned food distribution days and time
- Ø Ensuring that Food Bank stock is replenished on regular basis.
- Ø Ensuring to make a purchase list of food items needed for the Food Bank.
- Ø Maintaining clients' appointment record.
- Ø Checking and verifying clients IDs, income and rent information at the time of registration.
- Ø Issuing client card with their file number.
- Ø Prepare food hampers for distribution before the Food Bank start.
- Ø Cleaning, vacuuming and tidy up Food Bank and office area.
- Ø Weekly garbage clearing from Food Bank and office.
- Ø To ensure volunteers' working hours record is up to date.
- Ø Assisting in any other general duties as and when required.

Skills:

Administrative Writing Skills, Organization, Data Entry Skills, General Math Skills, Financial Software, Analyzing Information , Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication

Conditions:

- Be between 15 and 30 years of age at the start of employment.
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Note: We would like to thank all applicants for their interest in opportunities with us. Only those candidates under consideration will be contacted - no phone calls please

At this time, we do not require assistance from recruitment agencies. Any candidates submitted via staffing and employment agencies will not be considered.

Please email your resume to

Email: hr@muslimwelfarecentre.onmicrosoft.com Web: www.muslimwelfarecentre.com