



THE COMPASS

Help for Today Hope for Tomorrow

Food Bank Operations Assistant - 2026 Canada Summer Jobs

Candidate:

- Youth, between age of 18 and 30
- Possibly enrolled in a college or university, ideally focussed on management, human resources or business administration.

Position:

- Work for 16 weeks, between May 11 and August 28, 2026, 35 hours per week.
- Must be willing to work some evenings and occasional weekend events.
- Remuneration will be \$19.60 per hour.

Duties:

- Be part of food bank operations as needed, including roles like greeting clients, receiving food deliveries, stocking shelves, and packing orders.
- Assist in office operations, including answering telephones, processing client food bank orders, dealing with email inquiries.
- Assist Program volunteers in program leadership, including Men's Group, Women's Group and summer weekly BBQ's on Thursday evenings.
- Spend time in the Community Room throughout the week to get to know clients, and offer assistance as required.

Qualifications:

- A commitment to **being empathetic and accepting** when interacting with our vulnerable clients.
- Knowledge of mental health challenges would be an asset.
- **Enjoyment of personal interaction** with clients, volunteers, and staff.
- Basic computer and data management skills.
- Ability to safely carry and lift inventory.
- Safe Food Handler's Certification (highly preferred, but may be completed shortly after starting).
- Standard First Aid certification (beneficial).
- A police check is required before starting.

Supervisors:

- Sheryl Darlington, Volunteer Manager
- Suesie Love, Admin Assistant