



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

MISSION: To create a connected, collaborative, inclusive and sustainable community.

JOB POSTING: Food Programs Assistant

Posting date: Wednesday, April 20, 2022

Application deadline: Open until filled

The FGCA is a non-profit charitable society governed by a Board of Directors. We are a multi-faceted community organization that runs licensed programs (preschool, out-of-school care and daycare) and community programs and services for individuals of all ages and stages.

Job Title: Food Programs Assistant

Position Type: Part-time, on-going

Hours of work: fluctuating, approximately 5 hours per week

Salary Range: \$20.05-\$21.10 per hour

Vacation and Benefits: 4% vacation pay paid out. Not benefit eligible.

Reports to: Community Development Coordinator

Overall Position Objectives

- Assist the Community Development Coordinator by doing driving, pick-ups, sorting, and deliveries associated with FGCA food security programs
- Work with volunteers who support food programs

Specific Job Duties and Responsibilities

Food pick-up and delivery

Thursdays - Mustard Seed Warehouse, 808 Viewfield Road

- drive to Mustard Seed and pick up four boxes of produce, 2 crates of dairy, and 2 boxes of bread
- park in first two loading bays on right side of the building (if you're facing it), you can wait in the parking spots at the entrance if there are people ahead of you
- warehouse opens at 9 am, you should arrive before 11 am to ensure you receive items return to GOR, unload items into fridge

Thursdays – Gatton Farm, 2840 Lamont Road, Saanichton

- pick up boxes of produce from the farm
- deliver to GOR and unload items into fridge

Thursdays – Hamper Delivery

- Pick-up the Hamper Bags from GOR
- Deliver the hampers to program participants (up to 10 participants) addresses

Other food program pick-up and deliveries as needed.

*** This is a preferred schedule but we can be flexible for the right candidate. ***

Financial/Record keeping/reporting

- Track mileage and submit every two weeks for reimbursement

Communications

- Communicate with supervisor and volunteers regarding scheduling
- Communicate with program participants (isolated seniors), check-in and chat with the seniors during the delivery

Qualifications (Education / Skills/ Abilities)

- Must have valid BC driver's licence
- Must be able to lift up to 30 pounds on a regular basis
- Valid first aid with CPR-C
- Clear vulnerable sector criminal record check
- Proof of vaccination for COVID-19 (2 doses)
- Must be personable and a problem-solver

Working Conditions

- Offsite work, driving in all conditions
- Work is performed independently

Please find a full Job Description on our website <https://fairfieldcommunity.ca/>

The FGCA is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law. The FGCA is committed to the values of diversity and inclusion in our workplace. We actively encourage applications from people who are experiencing barriers to equity. Those who anticipate needing accommodations for any part of the application and hiring process may contact Pippa Davis, Office Manager at office@fairfieldcommunity.ca or 250-382-4604. Any personal information provided will be maintained in confidence.

Interested individual are requested to forward their resume and cover letter to Seval Kecicioglu at event@fairfieldcommunity.ca via email or in person at Fairfield Community place during out administrative hours.
We thank all applicants; however, only those shortlisted will be contacted for an interview.