



## Job Posting – Project Assistant – Food Access Part-time, Special Contract Position

**Position:** Project Assistant – Food Access  
**Reports to:** Manager of Urban Agriculture and Adult Education  
**Hourly rate:** \$19.72 (equivalent to CUPE2998 Grade 4, Step 1) plus 4% vac pay.  
**Contract:** 20h / week. 8-week contract beginning February, 2022.  
**Apply:** By 5pm, Friday, January 28, 2022. Email Rebecca Keenan, Director of Operations at [rebecca@scaddingcourt.org](mailto:rebecca@scaddingcourt.org). If you require accommodation, please email Rebecca or phone 416 392-0335.

### Position Summary:

The *Food Access Project Assistant* will be responsible for supporting Scadding Court Community Centre's emergency food delivery service and food access project for seniors. This position requires some in-person work, such as grocery shopping, packing boxes, and supporting with deliveries: PPE will be provided.

### Job Responsibilities:

- Cooperate with program staff to confirm client details for each type of food access support
- Coordinate mailing of grocery cards to 100+ clients/month
- Communicate with clients to confirm food hamper delivery dates and times
- Procure food for hampers from local grocery stores and wholesalers
- Prepare food hampers in accordance with safe food handling guidelines
- Coordinate staff and volunteers to complete food hamper deliveries
- Assist with ongoing and final project evaluation (e.g., surveying clients, summarizing data)
- Adhere to and promote the organization's Human Rights and Anti-Discrimination policy
- Perform other duties and responsibilities as required

### Job Requirements:

- Ability to work on feet and perform physical activities for extended periods.
- Ability to lift up to 50 pounds.
- Previous experience working on food access projects preferred.
- Ability to speak Mandarin, Cantonese, or Spanish an asset.
- Possession of valid safe food handling, CPR and First Aid Certificates would be useful.
- Ability to work well with co-workers, volunteers and community members.
- Excellent organizational and time management skills.
- Must provide proof of full vaccination in accordance with Mandatory Vaccination Policy.

### Qualifications:

- Experience working within a diverse community (people of different ages, abilities and cultural backgrounds).
- Experience completing administrative tasks (emailing, creating documents, using spreadsheets).
- Excellent interpersonal communication skills.
- Experience with multi-tasking in a busy environment.
- Previous experience coordinating emergency food hampers an asset.

Scadding Court Community Centre is an equal opportunity employer.  
Visit [www.scaddingcourt.org](http://www.scaddingcourt.org) to learn more about who we are and what we do.