



NOW HIRING: POSITION AVAILABLE IMMEDIATELY
Operations Assistant
(32.5 hrs per week, 10-month contract, renewed annually)

The Food Sharing Project

The Food Sharing Project is a registered charity, and a partner of the Ontario Student Nutrition Program, with a mandate to provide nutritious food to all schools in Kingston, Frontenac, and Lennox and Addington. With our support, schools can provide accessible, healthy, daily meal and snack programs open to all students.

Brief Position Description

The Operations Assistant will safely receive, pick up, pack, load and deliver healthy food to schools across a vast geographic region, in a variety of weather conditions, driving a cargo van daily and delivering to over 50 schools each week. The Operations Assistant will also assist with other warehouse and operational tasks related to maintaining a safe worksite and equipment. They will be supervised by the Operations Manager, and at times will work alongside a team of volunteers (e.g. for packing food boxes), and will be responsible for administrative tasks related to the role.

A more detailed Job Description, including more specific tasks, can be found on our website at: <http://www.foodsharingproject.org/work-for-us/>

Position requirements

- Physically able to lift and carry boxes of food, milk crates, and other items, up to 25kg, and to operate regular warehouse equipment, such as pump trucks and dollies.
- Physically able to load and drive delivery van, and to unload, transport, and deliver food at school sites, in a variety of weather conditions and situations.
- Excellent driving record; similar experience driving small cargo vans and /or making deliveries an asset.
- Basic office computer skills to enter data, produce reports, and send emails.
- A positive attitude and respect for others.
- Problem-solving skills.
- A focus on safety.

Terms of Employment

- Hours of work will be Monday to Friday, 8:00am to 3:00pm, for a total of 32.5 hours per week.
- Rate of pay: \$18.00 per hour, plus 4% in lieu of vacation.
- The contract is for approximately ten (10) months. Employee is laid off for times consistent with school breaks (Summer holidays, Christmas holidays, March Break), renewed annually.
- Benefits are not available for this position.

To apply

- Send a one-page cover letter explaining why you are a good fit for this position, along with a copy of your resume.
- Email the cover letter and resume to the attention of Andy Mills, Executive Director, at fsp@kingston.net no later than **Friday, September 17, 2021 at 5:00pm** local time.

The Food Sharing Project is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact fsp@kingston.net. We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.