



Nova Scotia Native Women's Association

JOB DESCRIPTION

JOB TITLE: Food Bank Worker

REPORTS TO: Director of the Jane Paul Indigenous Women's Resource Center (JPC)

POSITION OVERVIEW: Sort, organize and stock food and clothing efficiently and effectively in the food and clothing bank to prepare for service days.

RESPONSIBILITIES/DUTIES:

- Ensure the Food Bank and clothing areas are safe, maintaining clear walkways and exits.
- Builds, develops, and maintains strong and effective working relationships with JPC and NSNWA staff, clients, Board of Directors, and partners.
- Ensure food and clothing quality through proper sorting techniques.
- Prepare a hot meal daily for drop-in clients.
- Order food, organize pickup and delivery and sorts and stack items in an orderly manner on the shelves.
- Seek food and clothing donations including traditional items.
- Welcome clients and advise of wrap around services offered by the JPC and other service providers.
- Create food boxes based on recipes that clients can utilize based on the food they have been provided.
- Ensure food distribution takes into consideration the cultural, seasonal and health needs of clients.
- Ensures food and clothing distribution rooms and all storage space is always clean and tidy.
- Arrange for washing and drying of clothing.
- Recruit and manage volunteers, identify high demand times and reaching out to volunteers as needed during these times.
- Ensures NSNWA and JPC policies and procedures are always adhered to.
- Collaborates with other programs to enrich program delivery and fulfill our mission more effectively.
- Obtains and maintains awareness clients and community to reduce barriers to services.
- Support the mission, vision, and values of the JPC including participating in organizational wide initiatives as interested or asked.
- Ensures effective service delivery consistent with JPC mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Treat all clients, staff, volunteers, and partners with the highest level of dignity and respect.
- Stays current with JPC programs and services to promote to clients.

- Ability to manage stress, including creating and implementing a self care plan.
- Must be able to lift up to 50lbs.
- Be honest, trustworthy, motivating, reliable, enthusiastic, and flexible.
- Strong social skills with the ability to operate with diplomacy, tact, and empathy.
- Demonstrate sound work ethics.
- Other related duties as requested.

QUALIFICATIONS

- Willingness to learn, be creative and flexible when situations change and able to work in fast paced environment.
- Demonstrated cultural competency.
- Empathy and knowledge of the impacts of violence against Indigenous Women and Girls.
- Ability to work flexible hours – may require evening and weekend work to meet the needs of the JPC.
- Excellent communication and organizational skills.
- Ability to follow directions.
- Ability to work effectively in a team, including with volunteers.
- Experience cooking, including cooking on a budget.
- Valid drivers license and reliable vehicle.
- Experience and knowledge of various health and cultural dietary needs.
- Ability to speak or understand Mi'kmaq is considered an asset
- Food Handling course would be considered an asset.
- Knowledge, awareness, ability to work with and sensitivity to Indigenous people and culture including an understanding of the historical and current issues they face in Nova Scotia.
- Understanding and empathetic to Indigenous women and girls affected by Human Trafficking and its impacts.
- Ability to effectively communicate in both oral and written form paying attention to details and accuracy.
- Knowledge of Indigenous communities and organizations in Nova Scotia and the services they provide, both on and off reserve.
- Ability to work with a culturally diverse clientele demonstrating cultural awareness and sensitivity.
- Strong time management, organizational skills, including the ability to efficiently prioritize and manage multiple tasks.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Proven ability to be a team player with experience working with others to develop a timeline, create schedules, and oversee progress to make sure goals are met on time.

- Ability to manage complex and highly confidential information and maintain strict confidentiality.
- Ability to proactively identify issues, adapt and recommend suitable solutions.
- Ability to work with vulnerable populations.
- Ability to work independently with minimal supervision and be a team player.

Resumes can be submitted to:

humanresources@nsnwa.net