

Caldwell Family Centre
Job description

Job title

Day Program, Food Bank and Clothing Depot Assistant (summer student)

Overview:

Reporting to the Day Program / Food Bank Manager, the position of *Day Program, Food Bank and Clothing Depot Assistant* is responsible for helping to welcome clients to the Caldwell Family Centre and assisting staff to ensure clients receive services.

Duties include:

- Assisting Day Program Staff by:
 - helping to prepare and serve the daily breakfasts and lunches
 - ensuring coffee and tea is always available
 - ensuring milk and sugar are available to clients
- Assisting with the Food Bank by:
 - helping clients carry food as necessary
 - unloading delivery trucks as necessary
 - packaging food
 - data entry in Food Bank database
- Assisting staff at the Clothing Depot by:
 - receiving donated merchandise
 - sorting, pricing and stocking items for sale
 - selling merchandise to customers
- Other duties as assigned

Required:

- Pleasant personality
- Willingness to work with people from all backgrounds and cultures
- Physically able to carry up to 25 lbs up or down stairs
- Physically able to climb into a delivery truck to help unload
- a clean criminal record check
- must be 15 to 18 years old and planning to return to school in the fall
- Must be facing barriers to employment