



Orléans-Cumberland Community Resource Centre  
Centre de ressources communautaires Orléans-Cumberland  
240 boul. Centrum Blvd. #105, Orléans, ON K1E 3J4  
613-830-4357 | crcoc.ca

## Bilingual Food Bank Assistant

Full-time – Contract Position (6 months, with potential for renewal)

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**Hourly Wage:** Ranges from \$24.04 - \$26.75

**Hours:** 5 days/week (35 hours)

**Reporting to:** Program Manager

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### About Orléans-Cumberland Community Resource Centre

Join the Orléans-Cumberland Community Resource Centre (OCCRC) for more than a job! If you're seeking a fulfilling career, look no further than the OCCRC, located on the unceded Algonquin territory of the Anishinaabeg.

#### Here's why you should join us:

**Meaningful Mission:** The OCCRC is more than an organization - we're a community. Our mission is to empower individuals to reach their full potential, offering comprehensive services addressing physical, emotional, social, economic, and psychological needs. Join us to make a real impact on lives.

**Rich Heritage:** Proudly rooted in Orléans-Cumberland, we honour the area's culture while respecting its land. Joining the OCCRC means embracing and celebrating our unique heritage and values.

**Core Values:** Respect, personal connection, diversity, inclusion, and empowerment are our guiding principles. Become part of a supportive, inclusive team where you are valued.

**Professional Growth:** The OCCRC promotes opportunities for growth and development.

**Community-Centered:** Our community's success is ours. Join the OCCRC to engage with the community, form connections, and create a tangible impact.

If you seek a career with a passionate, mission-driven team valuing respect, diversity, and empowerment, consider the OCCRC. Together, we'll build a brighter future.

## Job Summary

The Food Bank Assistant works in collaboration with the Food Bank Coordinators, carrying out assigned tasks to support the smooth and efficient day-to-day operations of the Food Bank.

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## Job-Specific Responsibilities

- Work with the Food Bank Coordinators to organize food orders.
  - Follow proper health and safety measures, and safe food handling practices.
  - Monitor and schedule program appointments.
  - Maintain and update client files through applicable online databases.
  - Assist in the preparation of documents and track statistical data related to the Food Bank.
  - Support volunteers in their duties during service and in the warehouse. Relay guidelines, procedures and operational priorities.
  - Maintain positive relations with the Food Bank Coordinators, individuals attending the Food Bank, on-site volunteers and external partners. Triage questions or issues as they arise and escalate to the Food Bank Coordinators as needed.
  - Provide information on the Centre's programs and refer to other resources, when necessary.
  - Assist in preparing for food drives, helping to ensure readiness for food donations.
  - Help with the implementation of the Christmas program.
  - Participate in initiatives to improve operations and enhance the quality of services, striving for increased efficiencies and effectiveness.
  - Participate in other tasks as identified by the Food Bank Coordinators and the Program Manager.
  - Act as a back-up when Coordinators are away.
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## Required Experience

- College diploma in applicable field or equivalent
- 1-3 years of relevant experience
- Good attention to detail and organizational skills
- Ability to establish strong, positive interpersonal relationships
- Strong communication skills (written and oral) in both French and English (additional language abilities are an asset)
- Ability to work in a fast-paced team environment and adaptability to change
- Strong computer skills
- Knowledge of Food Banks and community resources an asset
- Equitable philosophy and non-judgmental attitude

- Ability to lift and carry 25 lbs. to 50 lbs.
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## Application Process

Please send your resume to [Julie Perkins](#) before **4:00 p.m. on February 7, 2025.**

**Address:** Orléans-Cumberland Community Resource Centre  
105-240 Centrum Blvd. Orléans, ON K1E 3J4

**Email:** [jperkins@crcoc.ca](mailto:jperkins@crcoc.ca)

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## Equal Opportunity Employer

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all, regardless of their indigenous status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal-opportunity employer that values the diversity of individuals in our programs and services. If you require accommodation at any stage in the selection process, please let us know the nature of the accommodation.

We want to thank all those who have submitted a job application in advance. Only those selected for an interview will be contacted.