



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

Food Bank Assistant (BILINGUAL) Summer Position – July & August 2025

Hourly Wage: \$19.20/hour

Hours: Temporary 30 hours/week – 8-week contract

Reporting to: Food Bank Team and Program Manager

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: Inclusive, responsive, compassionate, accountable, and community-centric. 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

As part of the Food Bank team, you will work in collaboration with the Food Bank Coordinators and Assistants, carrying out assigned tasks to support the smooth and efficient day-to-day operations of the Food Bank.

Job-Specific Responsibilities

- Support duties related to the warehouse and service areas of the Food Bank include but are not limited to receiving food donations and orders, triaging food items, supporting food selection for clients, etc.
 - Follow proper health and safety measures and safe food handling practices.
 - Assist in preparing for food drives when needed, helping to ensure readiness for food donations.
 - Complete administrative tasks, including scheduling program appointments, maintaining and updating client files, and data entry.
 - Maintain positive relations with the Food Bank Coordinators and Assistants, individuals attending the Food Bank, on-site volunteers and external partners.
 - Provide information on the Centre's programs and refer to other resources when necessary.
 - Perform other related duties.
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Required Experience

- Must be between 15 and 30 years old (inclusive at the start of employment);
 - Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents;
 - Experience working in customer service and/or food industry is an asset;
 - Good organization and attention to detail;
 - Strong communication and interpersonal skills;
 - Able to work in a fast-paced team environment and adaptable to change;
 - Able to lift and carry 25 lbs. to 50 lbs.
 - Knowledge of equity, diversity, inclusion and intersectionality;
 - Equitable philosophy and non-judgmental attitude;
 - Good computer skills, including Microsoft Office Suite;
 - **Fluency in French and English, oral and written;** Additional language skills are considered an asset.
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Application Process

Please send your resume to recruitment@croc.ca before **4:00 p.m. on May 26, 2025**. As our centre is posting more than one summer opportunity, please specify the position you are applying for in your email subject line.

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

Email: recruitment@croc.ca

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.