



Bilingual Food Bank Warehouse Assistant

Employment type

8 week contract – Temporary

Compensation

\$19.60/hour

Schedule

5 days/week (30 hours) –
Tuesday evenings required

About Orléans-Cumberland Community Resource Centre

Do you love collaborating as part of a close-knit, high performing team to directly impact and strengthen Orléans-Cumberland communities? Do you want to feel a sense of belonging where your voice will be heard? The OCCRC is more than an organization – we are an active eco-system with a concrete impact in the community we serve!

We are a bilingual non-profit organization committed to strengthening Orléans-Cumberland communities by providing a wide variety of free programs and services supporting individuals to achieve their full potential. We are friendly, welcoming, inclusive, empathetic and non-judgmental. We provide sector competitive compensation and benefits, coaching and support to realize your full potential, and the space to live your life outside of work.

About you

You naturally empower and inspire others to reach their full potential and are a passionate advocate for individual and community well-being. You are someone who strives for continuous improvement in all that you do, and you actively look for opportunities to strengthen your skills, invest in your own growth and development, and embrace change.

You foster an environment that is inclusive and open-minded, nurturing genuine connections, celebrating differences and embracing diversity. You listen deeply, communicate openly and transparently and welcome feedback.

What you will do and the value you will add

As a Bilingual Food Bank Warehouse Assistant, you will support day-to-day food bank operations by receiving, sorting, organizing, and preparing food for distribution, working closely with Food Bank team members and Volunteers. Your contributions will help ensure food is handled safely, efficiently, and respectfully, allowing the food bank to serve individuals and families in need with dignity. Through your teamwork, reliability, and compassionate approach, you will help support individuals and families in the community who are affected by food insecurity.



Key responsibilities

- Support daily warehouse operations of the Food Bank, including processing food donations and orders, sorting items, and stocking and organizing inventory.
- Assist with the preparation of food drives, helping to ensure the warehouse is ready to receive and process donations.
- Support and guide Volunteers in warehouse tasks, clearly communicating guidelines, procedures, and safe work practices.
- Foster positive and respectful working relationships with Food Bank Coordinators, Assistants, Volunteers, Clients and Community Partners.
- Follow all health and safety regulations and safe food-handling practices to ensure a clean, secure, and efficient work environment.
- Perform other related duties as assigned by the Food Bank team and Program Manager to support overall operations.

Job Requirements

- Must be between 15 and 30 years of age (inclusive) at the start of employment.
- Must be a Canadian citizen, permanent resident, or a person granted refugee protection under the *Immigration and Refugee Protection Act*, and legally entitled to work in Canada in accordance with applicable provincial or territorial legislation. *International students are not eligible. Recent immigrants are eligible if they hold Canadian citizenship or permanent resident status.*
- Ability to safely lift and carry items weighing between 25 and 50 lbs.
- Fluency in both French and English, spoken and written; additional language skills are an asset.
- Proficiency in basic computer applications, including Microsoft Office Suite.
- Experience in customer service and/or the food sector is considered an asset.

Skills And Attributes for Success

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Reliable and dependable, able to work independently and as part of a team.
- Adaptable and flexible, able to work in a fast-paced environment and respond to changing needs.
- Able to demonstrate a non-judgmental and empathetic approach.
- Able to apply an equity, diversity and inclusion lens.
- Able to handle sensitive and confidential information.

Application Process

Please submit your application before 8:00 a.m. Friday, May 8th, 2026. [Click here to apply](#)

Orléans-Cumberland
Community
Resource Centre



Centre de ressources
communautaires
Orléans-Cumberland

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.

Note: *OCCRC may use technology tools, including automated screening or AI-enabled systems, to support parts of our recruitment process (for example, organizing applications or identifying relevant experience). All hiring decisions are made by OCCRC team members.*