



Bilingual Food Bank Assistant

Employment type	Compensation	Schedule
Permanent Part-Time	\$28.10 – \$33.49 / hour	3 days/week (21 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

We currently have an opening for an existing role for a bilingual food bank assistant.

As a Bilingual Food Bank Assistant, you will work in collaboration with the Food Bank Coordinators to support the smooth and efficient day-to-day operations of the food bank. You will play a key role in supporting client services by assisting with intake, scheduling appointments, and maintaining accurate records to ensure a respectful, welcoming, and dignified experience for all clients. In addition, you will support warehouse operations by receiving, sorting, organizing, and preparing food for distribution, helping ensure items are handled safely and efficiently. Working closely alongside volunteers, you will foster a collaborative and

supportive environment. Through your strong organizational skills, teamwork, reliability, and compassionate approach, you will help provide relative access to food for individuals and families experiencing food insecurity in the community.

Key responsibilities

- Support daily operations of the service area of the Food Bank, including but not limited to interviewing food bank clients, supporting food selection, etc.
- Support daily warehouse operations of the Food Bank, including processing food donations and orders, sorting items, and stocking and organizing inventory.
- Monitor and schedule program appointments.
- Maintain and update client files through applicable online databases.
- Support and guide Volunteers in assigned tasks, clearly communicating guidelines, procedures, and safe work practices.
- Assist with the preparation of food drives, helping to ensure readiness to receive and process donations.
- Foster positive and respectful working relationships with Food Bank Coordinators, Assistants, Volunteers, Clients and Community Partners.
- Provide information on the centre's programs and refer to other resources, when necessary.
- Follow all health and safety regulations and safe food-handling practices to ensure a clean, secure, and efficient work environment.
- Participate in continuous improvement initiatives focused on strengthening operations and enhancing service quality, driving greater efficiency and effectiveness.
- Perform other related duties as assigned by the Food Bank Coordinators and Program Manager to support overall operations.
- Provide back-up support to Food Bank Coordinators, as required.

Job Requirements

- College diploma in applicable field or equivalent
- 1-3 years of relevant experience in customer service and/or the food sector
- Knowledge of food banks and community services is considered an asset
- Experience working with volunteers is considered an asset
- Ability to safely lift and carry items weighing between 25 lbs. 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

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 4 p.m. Friday June 12, 2026. [Click here to apply](#)

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.