



Nova Scotia Native Women's Association

Job Posting

JOB TITLE: Food and Clothing Bank Worker

LOCATION: Jane Paul Indigenous Women's Resource Centre (JPC), Sydney, NS.

REPORTS TO: Director of The Jane Paul Indigenous Women's Resource Centre

POSITION OVERVIEW:

Sort, organize and stock food and clothing efficiently and effectively in the food and clothing bank to prepare for service days.

RESPONSIBILITIES/DUTIES:

- Ensure the Food Bank and clothing areas are safe, maintaining clear walkways and exits.
- Builds, develops, and maintains strong effective working relationships with JPC and NSNWA staff, clients, Board of Directors, and partners.
- Ensure food and clothing quality through proper sorting techniques.
- Prepares and serves hot meals for clients.
- Manage the food bank, through upkeep of inventory.
- Create food boxes based on recipes that clients can utilize based on the food they have been provided.
- Organize and maintain food and clothing in an orderly manner.
- Sort and organize donations such as clothing bank, baby/toddler items, and household donations,
- Create meal plans and purchase groceries for food bags and meals within the budget.
- Welcome clients and advise of wrap around services offered by the JPC and other service providers.
- Ensure food distribution takes into consideration the cultural, seasonal and health needs of clients.
- Ensure food and clothing distribution rooms and all storage space is always clean and tidy.
- Seek food and clothing donations including traditional items.
- Ensures NSNWA and JPC policies and procedures are always adhered to. • Collaborates with other programs to enrich program delivery and fulfill our mission more effectively.

- Obtains and maintains awareness of clients and community to reduce barriers to services.
- Support the mission, vision, and values of the JPC including participating in organizational wide initiatives as interested or asked.
- Ensures effective service delivery consistent with JPC mandate, policy, meeting all legal, contractual financial and other compliance requirements.
- Treat all clients, staff, volunteers, and partners with the highest level of dignity and respect.
- Stays current with JPC programs and services to promote to clients.
- Ability to manage stress, including creating and implementing a self care plan.
- Be honest, trustworthy, respectful, motivating, reliable, enthusiastic, and flexible.
- Strong social skills with the ability to operate with diplomacy, tact, and empathy.
- Demonstrate sound work ethics.
- Other related duties as requested.

QUALIFICATIONS

- Experience working in food preparation and service.
- Food Handlers Certification
- Knowledge, awareness, ability to work with and sensitivity to Indigenous people and culture including an understanding of the historical and current issues they face in Nova Scotia.
- Understanding and empathetic to Indigenous women and girls affected by Human Trafficking and its impacts.
- Ability to effectively communicate in both oral and written form paying attention to details and accuracy.
- Knowledge of Indigenous communities and organizations in Nova Scotia and the services they provide, both on and off reserve.
- Ability to work with a culturally diverse clientele demonstrating cultural awareness and sensitivity.
- Strong computer literacy skills including experience working with word, excel and video communications such as zoom etc. and other office equipment.
- Strong time management, organizational skills, including the ability to efficiently prioritize and manage multiple tasks.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Proven ability to be a team player with experience working with others to develop a timeline, create schedules, and oversee progress to make sure goals are met on time.

- Ability to manage complex and highly confidential information and maintain strict confidentiality.
- Ability to proactively identify issues, adapt and recommend suitable solutions.
- Ability to work with vulnerable populations.
- Ability to work independently with minimal supervision and be a team player.
- Valid driver's license, reliable vehicle, and the ability to travel throughout the province including overnight stays.
- Ability to lift objects safely up to and including 50 pounds.
- Criminal Record Check – Vulnerable Sector and Child Abuse Registry.

Resumes can be submitted to:

humanresources@nsnwa.net

Salary: \$14.50/hr, 35 hours per week.

NSNWA offers a compressive benefits package, including medical and dental coverage.