



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue 歡迎歡迎 Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆਂ ਤੂੰ

Food Hub Operations Programmer Internal/External Job Posting [Part-Time]

South Vancouver Neighbourhood House (SVNH) is located on the unceded, occupied, ancestral, traditional and stolen homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires.

Program Description: SVNH is looking for a part-time Food Hub Operations Programmer to support the South Vancouver Community Food Hub, an initiative in partnership with United Way BC and our network of 10+ community partners. Currently, we provide dignified, culturally appropriate food access for 330 households across 6 locations in the Sunset, Victoria-Fraserview and Killarney neighbourhoods.

We are looking for a friendly, organized, and initiative-taking individual who is passionate about food justice issues to join our Food Team. The Food Hub Operations Programmer will work closely with the Food Security Coordinator to run internal operations at the SVNH Food Hub, which is located on W 49th Ave and Alberta St in Vancouver.

The successful candidate will:

- Lead volunteers to sort and pack healthy food boxes for families, seniors and residents experiencing food insecurity.
- Train and support volunteers to be engaged, clear on tasks and follow Food Safety and Occupational Health & Safety standards.
- Submit regular food orders and pursue new procurement partnerships with businesses for donated and purchased food.
- Help coordinate weekly food deliveries and pick-ups, track inventory, sort donated food, and ensure food is distributed in a timely manner according to the program's weekly schedule.
- Maintain a welcoming, inclusive environment and create positive relationships with program partners, volunteers and participants alike.
- Maintain an organized and tidy warehouse. Ensure equipment is used safely and well-kept.
- Incorporate community and volunteer feedback into program delivery.
- Support volunteer management, community engagement and fundraising as needed.

Skills and Qualifications:

- Interpersonal and organizational skills are a must
- Experience working in a multi-cultural, community setting, preferably with adults and seniors.
- Experience and/or education in food security, food services, or non-profit sector.

Building Better Neighbourhoods Together Since 1977





SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue 歡迎欢迎 Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆਂ ਨੂੰ

- Ability to use email, online filing systems (ex. Google Drive or Microsoft Sharepoint) and spreadsheets (ex. Excel) is a must. Knowledge of data or inventory management tools is an asset.
- Passion for food, equity and social justice issues.
- Fluent written and spoken English. Fluency of a language commonly spoken in South Vancouver (ex. Cantonese, Punjabi, Arabic) is highly preferred.
- Able to obtain a clear criminal record check.
- Must be physically able to move and stand for extended periods of time and lift up to 50 lbs.
- Use of an electric pallet jack will be required; training and footwear will be provided.

Assets

- Valid FoodSafe Level 1
- Valid First Aid Certification
- Valid Class 5 Driver's License

Compensation: Starting at \$22.90/hour. Includes extended health and dental, Municipal Pension Plan, vacation and sick leave.

Job Terms: Part-time, 20 hours per week. Applicants must be available Wednesday-Friday between 9:30am-4:30pm.

Application Period: January 9-22, 2025

Start date: February 5, 2025

Please send cover letter and resume by email with subject "Food Hub Job Application" to:
Joey Liu (she/her), Food Security Manager, South Vancouver Neighbourhood House
Email: joey.liu@southvan.org

Only applications with **both** cover letter and resume will be considered. In your cover letter, please share why you are interested, and how your skills, experience and/or education apply to this position.

ANHBC is an equal opportunity employer. We value diversity and encourage qualified individuals from all backgrounds and identities to apply. Only short-listed candidates will be contacted. No phone calls.

Building Better Neighbourhoods Together Since 1977

