

The Scott Mission
Job Posting January ,2022

Position: Customer Service Food Bank
Department: Operations
Status: Full Time Permanent

Starting Date: ASAP
Work Location: 502 Spadina

POSITION SUMMARY:

The Customer Service Food Bank staff will be based in 502 Spadina Ave and will be responsible in assisting the day-to-day tasks in the Distribution area, including the operation of the food bank as well as clothing room.

Duties & Responsibilities:

- Assist, greet and serve clients in obtaining clothing in a respectful manner
- Sort, unload and examine donated clothes, select items for hanging or folding
- Stock all clothing racks and shelves in an orderly fashion as frequently as needed
- Keep the area tidy, clean and safe at all times, following all Health & Safety policies and protocol
- Load and unload goods and donation items and stock them accordingly
- Bag, package, and store donated goods as directed
- Record keeping of number of clients visiting per day
- Possible trips to O'Connor's warehouse to perform same duties
- Other duties as assigned

Required Experience and Education:

- Excellent organizational skills and communication skills
- Customer oriented with a can-do attitude
- Current Health and Safety training including Standard CPR C, CPI, WHMIS, ADOA, Violence Prevention etc.
- Ability to take direction well, aptitude to work in a fast-paced distribution environment
- Dependable and a team player with good attendance record

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

**Interested applicants are invited to send a resume with cover letter
to: careers@scottmission.com**

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
Employment is conditional to results of Police Reference Check and satisfactory reference.