

**Head Office**

2330 Midland Avenue,  
Toronto, ON M1S 5G5  
Tel: 416-292-7510  
Fax: 416-292-7579

**Toronto Integrated  
Service Centre**

402-3850 Finch Avenue  
East, Toronto  
ON M1T 3T6  
Tel: 416-293-4565

**LINC Centre**

501-4002 Sheppard  
Avenue East, Toronto  
ON M1S 4R5  
Tel: 416-299-8118

**Woodside Square  
LINC Centre**

414-1571 Sandhurst  
Circle, Toronto  
ON M1V 1V2  
Tel: 416-292-6558

**Immigrant  
Youth Centre**

2-5284 Highway 7 East  
Markham, ON L3P 1B9  
Tel: 905-294-8868

**Markham South  
Welcome Centre**

7220 Kennedy Road,  
Markham  
ON L3R 7P2  
Tel: 905-479-7926  
Fax: 905-479-2603

**North York Office**

1/F, 1761 Sheppard  
Avenue East  
Toronto, ON M2J 0A5  
Tel: 416-292-7510

**Newmarket Centre**

Unit 2, 130 Mulock  
Drive, Newmarket,  
ON L3Y 7C5  
Tel: 905-895-3789

**Email:**

info@cicscanada.com

**Website:**

www.cicscanada.com

March 7, 2023

**Job Posting  
(Internal)**

CICS is a not-for-profit organization with a mission to empower newcomers in settling and integrating as contributing members of Canadian society through diverse, professional and innovative program and services. We work to enable newcomers to fully integrate, participate and contribute to all spheres of Canadian society. Our success stems from our workforce culture bound by three core values: Compassion, Inclusion and Collaboration.

<b>Ref No:</b>	11-23
<b>Job Title:</b>	Community Food Bank Worker
<b>Term:</b>	April 11, 2023 until March 31, 2024 (contract)
<b>Location:</b>	CICS Head Office – 2330 Midland Avenue
<b>Team:</b>	Community Service (CS)
<b>Work Hours:</b>	35 hours per week, may require to work irregular hours including evenings, weekends and some holidays
<b>Salary:</b>	\$46,064 to \$48,831
<b>Current Rate:</b>	\$25.31 per hour
<b>Status:</b>	Unionized

**Position Summary:**

CICS is currently implementing a satellite Food Bank in partnership with the Daily Bread Food Bank every Friday afternoon. The Food Bank provides food hampers to community members who meet the Link to Feed criteria for food support. All participants must be registered with the Daily Bread Food Bank. Food is delivered to the main office site by the Daily Bread Food Bank and Second Harvest trucks on Friday morning. Staff and volunteers will unload, sort and build food hampers with the donation along with the supplement of fresh produce supplied by CICS's community garden.

The CFPW will also be responsible for working with the Urban Farming Worker to assist in the growth and maintenance of CICS's community gardens (3500 sq. feet & 1600 sq. feet) and greenhouse. Most of the work will involve physical labour in the garden and may involve working with newcomer clients and program partners and contributing to other program related tasks as required.

**Essential duties and responsibilities:**

- Assist in the planning, food order and facilitation of the food bank program every Friday;
- Responsible for directing volunteers in the food bank operation;
- Support overall program planning, implementation, facilitation, monitoring and evaluation of food bank and other food focused program activities (i.e. Community Garden);
- Provide instructions and work collaboratively with clients/program participants, volunteer manager and volunteers to support the food bank operations;
- Plant, irrigate and maintain the community gardens, including preparing beds and paths, planting, weeding, non-toxic/organic pest control, watering, harvesting and winterizing, etc.

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- Provide instructions and work collaboratively with clients/program participants and volunteers to complete gardening tasks as a part of community garden programming;
- Prepare garden space for program activities when necessary;
- Lift, move and work with gardening supplies, up to 30 lbs;
- Work with internal and external groups, including volunteers and instructors, to prepare materials and maintain the CICS community garden;
- Support on-site training, workshops and community events, as needed;
- Support opportunities to promote CICS programs internally and externally;
- Remain informed on information, resources, and policies relevant to project;
- Support other program administration tasks as required, such as researching and planning material purchases, data entry/records maintenance, photocopying/filing documents, organizing food bank space etc.
- Support opportunities to promote CICS programs internally and externally;
- Remain informed on information, resources, and policies relevant to project mission.

**Qualifications (Education/Knowledge/Skills/Experience)**

- Minimum college diploma in a related field (e.g. culinary skills, food and farming, horticulture, etc.). Undergraduate degree in sustainable agriculture, food security, social services, community development or a related field an asset;
- Work experience with food banks and/or food distribution;
- Work experience working in community gardens;
- Ability to perform physical labour required to maintain a food bank and community garden in a variety of weather conditions;
- Ability to work inclusively and collaboratively with diverse communities, including newcomer/refugee/ at-risk/low-income individuals and families;
- Demonstrated ability to take initiative and work independently as a self-starter;
- Proficient written and verbal communication skills in English; additional language(s) a strong asset (particularly Mandarin and/or Cantonese);
- Computer skills, including word processing, spreadsheet and data management.

**Other Requirements**

- Ability to work some evenings and weekends throughout the year;
- Vulnerable Sector Screening required.

Resumes and cover letters are to be sent to CICS by email: [hr@cicscanada.com](mailto:hr@cicscanada.com) by **5:00 pm on Wednesday, March 15, 2023.**

Application should quote # **Job 11-23 / Community Food Bank Worker** and address the covering letter to: Hiring Committee - Centre for Immigrant and Community Services (CICS), 2330 Midland Avenue, Toronto, ON M1S 5G5

*CICS is an equal opportunity employer. We provide accommodations during the recruitment process for persons with disabilities if required. This will be in accordance with the Accessibility for Ontarians Disability Act and Ontario Human Rights Code. We thank all those who respond to this posting. Only those selected for further screening will be contacted. No telephone call inquiries.*