



POLY CULTURAL

IMMIGRANT & COMMUNITY SERVICES

Job Posting

Position Title	On-Call Community Engagement Staff
Organization Structure	Reports to the Project Facilitator
Job Status	On Call (max 10 hours per week with no guarantee of hours) 10 Month contract
Location	Mississauga
Wages	\$17/hr

Scope

“Food Brings People Together” aims to increase access to healthy food through the provision of food education, development of skills and knowledge for a healthy lifestyle, and fresh food distribution to the community members of the Sheridan, Mississauga Neighborhood.

The position is responsible to provide support with organizing food literacy workshops, supporting with the Local Food Guide initiatives and organizing and sorting fresh produce donations offered by food banks, assembling them in boxes and distributing them to the community.

The on-call hours are not guaranteed and can vary from 0-10 per week.

Duties and Responsibilities

- Assist with providing administrative support to program leadership group and facilitators in preparation and during workshops
- Support the development of the Local Food Guide Assist in food distribution through assembling food kits and fresh produce baskets for the community. This process involves:
 - Stocking fresh produce in the refrigerator when delivered by donors to Polycultural
 - Sorting and organizing fresh food donations and packing them in boxes
 - Assisting in distributing assorted fresh produce boxes to registered clients
 - Recycling, composting and cleaning
- Acknowledge client needs with respect and empathy

Competencies

Adaptability

Changes behavioural style or method of approach when necessary to achieve a goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives

Communications

Using a variety of communication styles and strategies to foster open communication, to exchange of information and discussion on an ongoing basis

Initiative

Does more than is required or expected in the job; does things that no one has requested that will improve or enhance services, avoid problems, or develop entrepreneurial opportunities. Plan ahead for upcoming problems or opportunities and takes appropriate action.



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Service

Demonstrates strong commitment to meeting the needs of clients, co-workers, managers, or community members, striving to ensure their full satisfaction.

Qualifications

- Ability to engage and build rapport with clients from various cultural and socio-economic backgrounds
- Possess cultural awareness and sensitivity
- Demonstrate ability to work effectively within a team and independently with minimal supervision
- Food Handler Certification an asset
- Demonstrated reliability, punctuality and attendance
- Excellent communications skills, verbal and written
- Ability to speak a second language an asset
- Interest in nutrition and healthy lifestyle is an asset

*Please forward your application to the Hiring Committee with cover letter explaining your interest in this position as an attachment in MS Word in one document with the file name: **Last name first name to:***

Polycultural Immigrant & Community Services

17 Four Seasons Place, Suite 102

Toronto, Ontario M9B 6E6

Email: resumes@polycultural.org

Polycultural reserves the right to post internally and externally.

In support of persons with disabilities, Polycultural asks that job applicants with disabilities who require accommodation in the recruitment and selection process, to please advise Human Resources, if contacted for an interview/testing, so that suitable accommodation can be arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards). If you require assistance in sending your resume due to a disability, please contact Human Resources directly.

We thank everyone for their interest in Polycultural; however only those selected for an interview will be contacted. Polycultural Immigrant & Community Services hires on the basis of merit and is committed to employment equity.

No Phone calls please