

Réseau ACCESS Network

HIV/Hepatitis Health and Social Services

Employment Opportunity:

Pantry Worker (0.28 FTE)

The position is responsible for the following:

- Pick up food donations and other donations as they become available.
- Keep pantry area tidy and ensure products are well stocked
- Inspect food items to ensure quality of donations prior to distribution to clients
- Develop meal plans and shopping list that stays within budget and ensure purchase of needed supplies.
- Ensure all receipts and records are kept up to date and submitted to Finance
- Prepare food bags for clients for distribution, keeping dietary restrictions for individual clients in mind
- Return any milk crates and/or banana boxes to the Sudbury Food Bank from previous week(s).

The successful candidate:

- Must have a valid driver's license, clean driving record, and be insurable through the Agency's Insurance program.
- Excellent communication and time management skills
- Good organizational skills and administrative skills
- Willingness to shop at various locations to assure best value for budget.
- Able to move, lift and push heavy objects
- Strong ability to develop suggested nutritional meal plans while working within limited budgets.
- Experience working within a non-profit organization and/or with volunteers is an asset
- Comfortable working with people of all backgrounds (ie., sexual orientation, drug addiction)
- Self-directed and able to take initiative
- Ability to work independently and as a team member

Bilingual (French/English) candidates or those of Indigenous descent will be given priority consideration for this position if found qualified.

Competitive salary

The full job description is located on the Réseau ACCESS Network website at www.reseauaccessnetwork.com. Interested applicants are asked to submit a resume with a cover letter by the closing date of **March 23, 2025, to the attention of the Manager of Operations and Communications @ angelr@reseauaccessnetwork.com**

Réseau ACCESS Network provides equal opportunity employment and encourages applications from all qualified persons. Réseau ACCESS Network is committed to the Meaningful Involvement of People Living with HIV and/or Hepatitis C and these are strongly encouraged to apply for this position.

We regret that only those candidates selected for an interview may be contacted. No phone calls please.