

**Caldwell Family Centre**  
**Job description**

**Job title**

Food and Clothing Worker (Canada Summer Jobs 7 weeks)

**Overview:**

Reporting to the Manager of Food and Nutrition, the position of *Food and Clothing* is responsible for helping to welcome clients to the Caldwell Family Centre and assisting staff and volunteers to ensure clients receive services.

**Duties include, but are not limited to:**

Assisting staff and volunteers with:

- Preparing food and serving
- Unloading delivery trucks and necessary
- Packing food boxes
- Stacking shelves
- Recording food bank visits by clients
- Ensuring the physical distancing of clients
- Receiving donation items
- Sorting donated clothing and food
- Selling used clothing etc. at the Clothing Depot
- Other duties as assigned

**Required:**

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Must have a pleasant personality and willingness to work with people from all backgrounds and cultures
- Must be physically able to carry up to 25 lbs up or down stairs
- Must be physically able to climb into a delivery truck to help unload
- Successful police record check