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**JOB POSTING –FOOD BANK ASSISTANT**

**Number of Positions:** 1 **Competition Number:** FBA-0503

**Employer:** CBU Students’ Union **Closing Date:** May 3, 2024

**Reporting To:** General Manager

**Purpose:** The CBU Students’ Union is currently seeking an individual to fill the part-time student position of Summer Food Bank Assistant for the Spring/Summer of 2024. This position is designed to assist with initiatives for the CBUSU Food Bank.

**Specific Responsibilities:**

* Assist with the food bank’s operation as directed by the Students’ Union.
* Assist the Food Bank Manager with shopping for food items to stock the food bank (heavy lifting will be required)
* Assist with food drives, giveaways, collection programs, and other food related events and initiatives
* Refer students to various services related to accessing food and receiving financial support
* Assist the Manager with monthly inventory counts to monitor stock levels.
* Work with the volunteers to assist with the creation of materials and or distribution of food.
* Ensure food bank is open and or accessible at least 20 hours per week
* Submit a monthly report of tasks to the senior full-time staff
* Other tasks reasonably assigned by the Students’ Union.

**Qualifications:**

* Must be a returning student in the fall semester for 2024 and a Students’ Union fees paying member.
* Excellent communication skills
* Knowledge of Microsoft Office Suite
* Ability to work independently in a fast-paced office environment.
* Ability to work within a budget.
* Excellent organization skills
* **A valid government driver’s license and abstract is required**.

If you are interested in this position, please send your **cover letter, resume, and references all as one PDF document**, quoting **FBA-0503** no later than **4:00PM on May 3, 2024.** Applications may be sent to the attention of Alex MacNeil, General Manager by email to [su\_jobs@cbu.ca](mailto:su_jobs@cbu.ca).

**Please note that only those chosen for an interview will be contacted**.